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Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

Boylston Public Library
Board of Trustees Meeting
December 6, 1989

The meetingwas called to order at 7:08 pm by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore and Library Director, Carol Swiss. Lee Ann Michaelson was absent; Dwight Smith attended as a visitor.

The November minutes were acceptedas written.
Motion: Victor Delnore Second: Joan Banks

CORRESPONDENCE

- Letter of resignation from Dwight. Regretfully accepted by Florence.

TREASURER'S REPORT

$2564.29 deposit (Trust Fund interest) received from Town Treasurer.

Checking account balance: $12,589.65
CD account: 10,600+ (due to be "rolled over" on December 12

The $5000 Demoorjian bequest has to be invested by the Town, but Board of Trustees may designate where.

LIBRARIAN'S REPORT

- Wednesday, December 20th is Town Christmas party at Town House, 7-9 pm.
-Trustee Education Video training, January 11, 1990 at Shrewsbury Library, 7 pm. Florence will rsvp for herself, Victor and Joan.
- Garden Club decorating Library for Christmas.
- MLA meeting - session on overdues.
- Friends bought new Christmas tree.
- Santa will come on December 9.
- Staff party Saturday, December 16 at noon. Board welcome to drop in.
- Adult craft workshop went well.
- Children's programs winding down. Winter programs start third week in January.

OLD BUSINESS

-Dwight recommended Bill Hayes to replace him. Board concurred. Florence will call Bill to see if he is interested.
- Massachusetts Trustees Manuals all accounted for.
- Board to meet with Selectmen re new Board member on January 8, 1990 at 7 pm.

NEW BUSINESS

- Florence and Carol met with Selectmen and other Town department members re upcoming budget. All departments urged to keep total budgets at 3% increase.
- Library Board will meet with Finance Committee on February 28.
- Board will begin budget deliberations at January meeting.
- Board meeting in Febrary changed from February 7 to February 21 because Carol away.

The meeting adjourned at 8:16 pm. Motion: Victor Delnore Second: Joan Banks

Next meeting: January 17, 1990 at 7 pm.

Respectfully submitted,
Betty L. Bouchard
Betty L. Bouchard
Secretary

Meeting Recap for January
1/8/90 Meet with Selectmen at 7 pm
1/11/90 Trustee Video Training, Shrewsbury, at 7 pm
1/17/90 Regular Board Meeting at 7 pm

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
NOVEMBER 1, 1989

The meeting was called to order at 7:04 pm by Chairperson, Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, Lee Ann Michaelson, Dwight Smith and Library Director, Carol Swiss.

The October minutes were accepted as written.
Motion: Joan Banks Second: Betty Bouchard

CORRESPONDENCE

Communication received from Donna Erickson, Town Treasurer, reporting a $191.31 dividend on Trust Fund as of 6/30/89.

TREASURER'S REPORT

Savings Account as of 10/3/89: Interest: $61.37 Balance: $9966.19
CD Account estimated balance: $10,8000
Dwight recommended continuing with CD.

M.L.T.A. REPORT

Lee Ann and Betty reported on MLTA conference. Library Trustee educational video and discussion very beneficial; helps put role of trustee into proper persective.

Conference also focused on effective approaches to fundraising and PR for building an addition.

LIBRARIAN'S REPORT

- Southboro Library will be having an Open House to view new addition.
- Meetings attended:
  - Paxton: use of CD ROM computer. Valuable information. A good future acquisition for Boylston
  - CRAC: Westboro
  - FAX: Boylston still owed a training session. To date, our FAX machine not being used very much.
  - CATALOGING WORKSHOP: Boston Public Library, November 3rd. To bring up-to-date on Dewey System.
- Children's fall programs going full tilt
- Wreath-making class will be held
- Trustee training video will be shown at Shrewsbury Library on January 11, 1990.
- Gerry Chase bookplates came and were very disappointed. Worcester Library will do some more attractive ones for us.

NEW BUSINESS

Should the Newsletter not be sent out because of financial restraints? Board agreed Newletter too important to Library to discontinue.

Motion: Victor Delnore Second: Lee Ann Michaelson

OLD BUSINESS

- Motion amended to put Demoorjian bequest into short-term CD.
  Motion: Lee Ann Michaelson Second: Victor Delnore
  Dwight will pick up money from Town Treasurer.
- Dwight will check with Town Clerk about staying on Board until election
- Lee ann is doing a survey on how overdue fines are levied at Massachusetts' libraries of comparable size to Boylston.
- Review of Mission Statement

  Capitalize the words library and trustees when used as specific place and group.
- Review of Goals and Objectives
  Delete word "to" from each goal and objective.
  Delete activities already accomplished and renumber remaining
  Change objective #1 under "Increase Use of Children's Service" to "maintain story hours."
  Add Activity #5 to Public Relation goal: "Promote use of services such as reference, FAX, equipment for loan, and services to the handicapped."
  Other goals to consider will be taken up at next meeting.

Meeting adjourned at 8:20 pm.

Motion: Victor Delnore Second: Joan Banks.

Next meeting, December 6 at 7 pm.

Respectively submitted,
Betty L. Bouchard
Secretary

Boylston Public Library
Board of Trustees Meeting
October 4, 1989

The meeting was called to order at 7:05 pm by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Lee Ann Michaelson, Victor Delnore and Library Director, Carol Swiss. Dwight Smith was absent.

The September minutes were accepted as written.

There was no correspondence.

There was mp Treasurer's Report in Dwight Smith's absence.

LIBRARIAN'S REPORT

- Children's fall programs starting off well.
- Training video for trustees may be scheduled at a time convenient to area trustees. It was pointed out that same video would be shown at the MLTA conference on October 28. Lee Ann and Betty plan to attend.
- Carol reported attending CRAC meeting in Sturbridge where new library addition was seen. Clever use of space.
- Carol also attednded Reference Committee meeting held to discuss ways of improving reference services. Discussed: "What Would It Cost to Replace the Region?" Answer: $4,036,905.00

NEW BUSINESS

- A $5000 gift has been received from the estate of A. Stephen Demoorjian. There was some discussion on how best to use the money--books? Addto Foundation's account? Invest? Add to Trustee's bank accounts? Trust Fund? No decision made. Carol will look into pros/cons of Town Treasurer investing it for Trustees. Question: Do we have access to Trust Fund principal?

OLD BUSINESS

- It was decided to bring suggestions for mission statement and goals revision to next meeting.
- Victor attended meeting at Digital at request of Selectmen. All town departments were represented.
- October book amnesty discussed. Not much activity derived. Was it worth while? Suggestion made to poll public for reactions. Lee Ann volunteered to survey area libraries of similar size to see how each handles the whole overdue/missing book situation.

The meeting adjourned at 8:15 pm. Next meeting November 1 at 7 pm.

Respectfully submitted,
Betty L. Bouchard
Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
SEPTEMBER 6, 1989

The meeting was called to order at 7:05 pm by Chairperson Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Lee Ann Michaelson, Dwight Smith and Library Director, Carol Swiss. Victor Delnore was absent.

The August minutes were corrected to read $1700 instead of $1000 for new rug estimate.

There was no correspondence.

TREASURER'S REPORT

As of September 6, 1989:

Savings account balance		$ 9849.18
CD account balance		10617.96
	Total	$ 20467.14

CHAIRMAN'S REPORT - Meeting With Selectmen

Florence and Carol met with Selectmen and other department heads re Town's budget crunch. Library offered a $1000 budget decrease through staff hours deduction. Budget cuts were also forthcoming from other departments.

LIBRARIAN'S REPORT

-Alarm acting up again. Waiting response from electrician.

-Friend's of Library tea is next Tuesday morning.

-Circulation down in August compared with July and August of last year. Perhaps August is a naturally slower month?

-Sue Fisher applying for grant for art sessions from Boylston Arts Council. Because a site is needed to complete application, asked to use library. Approved by Trustees.

NEW BUSINESS

Motion approved to keep Trustee meeting date on the first Wednesday of month at 7 pm.

OLD BUSINESS

Policy re overdue books is somewhat confusing as an extra grace period is created while waiting for overdue cards to go out. Carol will check policies of other libraries of similar size. There will be a book amnesty on October 1.

Mission statement and goals will be reviewed at October meeting.

The meeting adjourned at 8 pm. Next meeting is October 4 at 7 pm.

Respectfully submitted,
Betty L. Bouchard
Betty L. Bouchard, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
AUGUST 23, 1989

The meeting was called to order at 7:00 p.m. by Chairperson Florence Tobieson. Others present were Joan Banks, Lee Ann Michaelson, Victor Delnore, Dwight Smith, and Head Librarian, Carol Swiss. Betty Bouchard was absent.

TREASURER'S REPORT

Interest earned for period ending August 2, 1989 - $ 61.09

Balances:

Checking Account	$ 9,849.18	as of Aug. 23, 1989
Certificate of Deposit	$10,600.00 (app.)	" " Apr. 28, 1989

Dwight Smith, Treasurer, announced that he was resigning shortly as he will be no longer domiciled in Boylston. He plans recommending that William W. Hays be appointed to fill his vacancy.

CORRESPONDENCE

A letter from Boylston's Selectmen exhorting all town agencies to lighten budgetary demands was discussed.

LIBRARIAN'S REPORT

-Children's Programs were reported as a "roaring success."

-Circulation Report shows an all-around increase.

-Merit Increase Letters - procedure as concerns library employees. was discussed.

-Xerox Copier Machine - After some discussion, it was unanimously voted to not increase the price per copy charge, leaving it at 10¢.

-Newsletters - Still being circulated twice per year.

-Library Procedures - Fine of $5.00 for damaging video tapes by dropping in circulation return box was unanimously voted.

-Library Renovation - New estimate on rug for Children's Room was submitted by Bill Casey in the amount of $1,000.00.

-Budget Cuts - Considerations and suggestions of possibilities are set forth in the attached enclosure.

The meeting was adjourned at 8:22. Next meeting is September 6 at 7:00 p.m.

Respectfully submitted by Victor Delnore acting in Secretary Bouchard's absence.

Enclosure 1

BOYLSTON PUBLIC LIBRARY
Board of Trustees Meeting
June 7, 1989

The meeting was called to order at 6:35 pm by Vice Chairperson, Florence Tobiesen. Others present were Joan Banks, Betty Bouchard, Victor Delnore, Lee Ann Michaelson, Dwight Smith and Library Director, Carol Swiss. The May minutes were accepted as written.

CORRESPONDENCE:

Received a letter from the selectmen asking all departments to investigate possible new revenues through review of fee schedules.

TREASURER'S REPORT:

As of May 11, 1989:	Checking account interest	61.35
	Checking account balance	11,080.70

CD total not brought forward at this time.

ELECTION OF OFFICERS:

Carol took over meeting to conduct election of officers. The following were elected: Florence Tobiesen, Chairperson; Victor Delnore, Vice Chairman; Betty Bouchard, Secretary; Dwight Smith, Treasurer.

REPORTS:

Fund Raising Workshop - Florence Tobiesen

Revolved around suggestions/tips for better fund raising, such as emphasizing the library as a good place to put money, and stressing the importance of the personality of the person who will direct the fund raiser.

CRAC Annual Dinner - Dwight Smith

The evening consisted of a tour of the Fitchburg Library, dinner at the Fay Club and a speaker, Mary Pedula, state senator from Lunenburg.

Holden Library Addition - Joan Banks

Joan, Florence and Carol attended the open house for the new Holden library addition. Beautifully done with taste and good planning.

Friends of the Library - Elaine Nelson, Barbara Zaleski

Barbara reviewed the adult and children's programs successfully completed this year, and Elaine presented the Treasurer's Report as of 5/31/89. She also distributed the new Friend's brochure which will be used to encourage new members and/or contributions to the organization.

LIBRARIAN'S REPORT:

- Carol attended a Time/Management workshop on June 7 which she found very helpful.

-Children's programs are finished for this session but will start up again soon with a summer program. Sharma will conduct a 4 week art program.

-Light in workroom has been fixed.

-There are possible computer needs related to daily operation of the library in the future. Growth pattern will be an influence.

-Attended Department Head meeting where increase in fees and budgetary implications were discussed.

NEW BUSINESS:

Motion was made and passed to raise fees for overdue books from one dollar (first notice), two dollars (second notice), three dollars (third notice) to $1/$3/$5 effective October 1, 1989, per selectmen's letter.

Worn carpeting on stairs to Children's Room will be replaced by Casey Floor Covering.

OLD BUSINESS:

The Bylaws and Policies were reviewed and amended. Mission and Goals review will be started in the fall.

The meeting adjourned at 9:00 pm.

Next meeting, Wednesday, September 6 at 7:00 pm.

Respectfully submitted,

Betty L. Bouchard, Secretary

Boylston Public Library

April 5, 1989

Meeting of Board of Trustees

- - AGENDA - -

Signing of bill schedule, etc.

Call to order - Vice-Chairman Florence Tobieses

Approval of March minutes

Correspondence

Treasurer's Report - Dwight Smith

Librarian's Report

New Business

By-Laws and Policies review

Next meeting Wednesday May 3rd at 7 P.M.

Dates to remember:	FUND-RAISING WORKSHOP	SHREWSBURY	FRIDAY, MAY 19 9:30 A.M.
	REGIONAL DINNER	FITCHBURG	FRIDAY, MAY 19 5:30 P.M.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 1, 1989

The meeting was called to order at 7;12 by Chairperson Bill Hays; others present were Victor Delnore, Betty Bouchard, Florence Tobieson , Dwight Smith and Pat Brissette, and Head Librarian Carol Swiss. The Feb. minutes were accepted as amended.

TREASURER'S REPORT:

$10,868.55 Feb Balance — CD $10,084.00 March Bal.
64.09 Int.
$10,932.64 March Bal.

CORRESPONDENCE:
Received a letter giving notice of a public hearing regarding relocation of the Congregational Church Parsonage to School St. Victor Delnore will attend the meeting on March 15.

LIBRARIAN'S REPORT:

- Ruth Adam's computer class, Theorem painting, Oak and Grove Storytelling have been well attended programs this month.
Battery powered candles we have been looking at may only last a few hours - be looking for alternatives.
- The Mass Cooperative Ext. Service is offering a Tools For Leaders Series.
Vhs Camcorder may be borrowed from the Regional District.

OLD BUSINESS:

- A motion was made and accepted to change Article V, Section 1 and 2 to the following:

ARTICLE V

Section 1. Meetings of the Board of Trustees shall be held on the day of the week selected by the board at its September meeting. Meetings shall be held monthly from September to June inclusive unless ordered otherwise by the Trustees. Notice of regular meetings shall be posted by the Secretary on the bulletin board of the Municipal Office Building and filed with the town clerk.

Section 2. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, and for other business tha may arise.
A motion was made and accepted to change the regular meeting to the first Weds. of the month at 7:00 P.M.

NEW BUSINESS:
We received a letter from the Personnel Board to put a 6% cap on salary (townwide)(4% - part-time). This changed our already submitted budget - necessary to resubmit by March 3. We will submit new numbers to comply (in parenthesis) next to our original numbers. The Trustees did not accept the recommendation of the Personnel Board and will meet with the board to discuss this.
Meeting was adjourned at 8:50. Next meeting is April 5 at 7:00 P.M.

Respectfully submitted,
Pat Brissette
Pat Brissette, Secretary

BOYLSTON PUBLIC LIBRARY BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
FEB 1, 1989

The meeting was called to order at 7:05 by Chairperson Bill Hays: others present were Betty Bouchard, Victor Delnore, Dwight Smith, Florence Tobiesen , Pat Brissette and Head Librarian Carol Swiss. The Jan. minutes were accepted with a correction.

CORRESPONDENCE:

Received a letter from Ruth Chamberlain about a Trustee education program with neighboring Library Boards. Because of limited space we would not be able to host but would be interested in attending.

TREASURER'S REPORT:

$10,790.15	Jan. Act. Bal	$10,000.00	Jan. CD Bal
$ 78.40	Int.	$ 84.00	Jan. Int.
$10,868.55	Bal.	$10,084.00	Bal.

LIBRARIAN'S REPORT:

Carol has received communication from a rare book dealer from New York City about the family letters of Samuel White from Boylston and Mary Avery White. He has 6 volumes of diaries and 179 letters for $950. We will contact the Historical Society to see if they are interested.

Camcorder workshops have been attended by Paula, Rosemary and Carol: there are two available for borrowing for Library "PR".

There are no major problems with the building - except that the light bills are too high!

Volunteer time this month has been close to 50 hrs. Rosemary has been running a well attended children's international program.

OLD BUSINESS:

There will be a budget meeting with the Board of Finance on Feb. 28 at 8:30.

The following Article was accepted by the Trustees:

ARTICLE V

Section 1. Meetings of the Board of Trustees shall be held on the day of the week selected by the Board at its September meeting. Meetings shall be held monthly from September to June inclusive unless ordered otherwise by the Trustees. Notice of thr regular meetings shall be noated by the Secretary on the bulletin board in tne Municipal Office Building and filed with the Town Clerk.

Section 2. The regular meeting in June shall be known as the annual meeting , and shall be for the purpose of electing officers, and for other business that may arise.

NEW BUSINESS:

Homework for March and April meetings - review Mission Statement and reset priorities.

Next meeting - March 1, 1989 at 7:00.

Meeting adjourned at 8:25.

Respectfully submitted,
Patricia Brissette
Secretary

BOYLSTON PUBLIC LIBRARY BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
JAN 9, 1989

The meeting was called to order at 8:05 by Chairperson Bill [illegible]. Members present were Betty Bouchard, Victor Delnore, Dwight Smith, Florence Tobiesen , Pat Brissette and Head Librarian Carol Swiss. The two minutes were as written.

CORRESPONDENCE:

Received a thank-you from Head Librarian Carol Swiss for a Christmas gift from the Trustees - a piece of jewelry from the Worcester Craft Center chosen by Betty Bouchard.

Sharma sent a thank-you note for the woven piece the Trustees gave her when she left in October.

TREASURER'S REPORT:

10,790.15 Dec. Bal
$10,000.00 CD
? Int.

$20,790.15 Bal.

LIBRARIAN'S REPORT:

Carol spoke with Don Parker who will take care of the reseeding of the lawn. The parking lot needs new barrier curbs which may cost $1,500 to replace.

Ted Murphy feels the alarm system is adequate and volunteered his help should problems arise.

The Library would like to have candles in the window - we should be looking for battery operated ones (possibility of being [illegible] by the Friends).

During the Christmas season Carl Varnum did an excellent job as Santa and the Garden Club decorated beautifully. All parties and programs went well.

OLD BUSINESS:

On Dec.12 Bill Hays met with the Board of Library Commissionners who decided it would permit an application for a grant with a pledge of some matching funds. Bill and Carol made the application (with a herculean effort on Carol's part). The day before the application was due they were told the pledge came close, but did not meet the necessary amount. Many thanks for their dedication; now we have a foot in the door.

NEW BUSINESS:

LINS workshop to be offered on reference material by a concern from Marvland for staff members at the Library. Acommitment of $100 per member is necessary to save a space at this conference. Dwight moved that we support 3 individuals : the motioned was seconded and approved unanimously.

Meeting adiourned at 8:15.

Next meeting Wed, Feb 1 7:00 PM.

Respectfully submitted.

Patricia E. Brissette

Patricia Brissette
Secretary

~~Secretary~~

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

Boylston Public Library

Board of Trustees

December 5, 1988

The meeting was called to order at 7:05 by Chairperson, Bill Hays. Others present were Betty Bouchard, Victor Delnore, Dwight Smith, Florence Tobiesen and Head Librarian, Carol Swiss.

The November minutes were approved as written.

CORRESPONDENCE

Received notification from Board of Library Commissioners of the certification and award of two grants, the Library Incentive Grant for $1765.00 and the Municipal Equalization Grant for $1427.45 ($3192.45 total).

The staff librarian from M.I.T. sent a letter to Carol Swiss again thanking her for her help with the Channel 27 Tower location and pointing out that her measurements were almost perfect.

Received a donation from Mrs. Roland Lizotte, Sr. in memory of Robert Andonian.

TREASURER'S REPORT

No statement received yet for November. Current balance: $20,686.70.

Dwight, having gathered information on various CD rates, was asked to put $10,000 in a 12 month certificate at the highest rate at WCIS.

LIBRARIAN'S REPORT

Circulation is up.

New librarian being well received. Good attendance at children's functions.

Santa is coming Saturday, December 10.

Carol apologized for mess on library lawn from perk test. A variance is needed because septic system is closer to storm drain than allowed. Test cost $2400.00, which exhausts Foundation treasury.

OLD BUSINESS

Red Murphy should be coming in to look at alarm system.

NEW BUSINESS

$775.00 best price given so far for asbestos survey. It was moved to go ahead at that price.

Motion was made and passed to approve expenses portion of budget.

Board discussed and approved motion to change meeting night to the second Monday of the month at 7:00. Next meeting: January 9, 1989.

Meeting adjourned at 8:25.

Respectfully submitted,
Betty Bouchard for Pat Brissette

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
NOV. ~~20~~ 12 1988

The meeting was called to order at 8:07 by Chairperson Bill Hays; others present were Betty Bouchard, Victor Delnore, Dwight Smith, Florence Tobiesen , Pat Brissette and Head Librarian Carol Swiss. The Oct. minutes were accepted with corrections.

CORRESPONDENCE:

Received a thank-you from Cynthia Lane regarding her nomination as Library Trustee of the year.

The staff librarian from M.I.T. sent a letter to Carol Swiss thanking her for her help in measuring the distance from Channel 7 from Cross Street/ Stiles Rd. intersection.

TREASURER'S REPORT:

$18,418.19 Sept Bal
$ 96.35 Int
$ 2,059.03 Int. on trust

$20,686.70 Bal.

It was suggested we shop around to get a better interest rate - Dwight will report next meeting.

LIBRARIAN'S REPORT:

Received grant from Board of Library Comissioners for $192.45.

Windows have been washed.

Thanks to Betty Bouchard for the successful welcoming party for Children's Librarian Rosemary Wolff.

Annual Art Show was well attended
Library is being used by several local clubs for meetings.

Our Library Region is allocated 20 FAX machines - to commit we need $500 for a dedicated line, paper,etc. Total cost - $2,000.

OLD BUSINESS:

BPL Foundation meeting held Wed., Oct 26 at 8:00 P.M. Phil Davis will get application to Bill Hays to see if pledges will be sufficient for the application for the State grant. He may have to meet with the Board of Library Commissioners.
Thompson and Liston will be doing borings and test holes for the septic system. Estimate to check for asbestos is $900.

Computer Update given by Pat Brissette - enough programs and procedures have been documented to begin opening it to the public shortly.
Book discussion group's speaker became ill - will try again in the spring.

NEW BUSINESS:

Library may need a new alarm system - Bill Murphy will be contacted regarding determination.

Handicap access - an alternative outreach program will be used until expansion.

Meeting adjourned at 9:28.

Respectfully submitted,

Patricia Brissette
Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
OCT. 13,1988

The meeting was called to order at 8:12 by Chairperson Bill Hayes;others present were Betty Bouchard, Victor Denore, Dwight Smith, Florence Tobieson , Pat Brissette and Head Librarian Carol Swiss. The Sept. minutes were accepted.

CORRESPONDENCE:

Regarding the letter nominating Cynthia Lane as Trustee of the Year - received note from Milton Reach, Awards Committee, That her nomination was at the very top of the list but did not receive the award. We were encouraged to renominate if she was re-elected to the Board.

Application for a grant from Ken Olsen's Stratford Foundation was negative at this time. We intend to apply again.

TREASURER'S REPORT:

$18,365.46 Sept Bal
$ 52.73 Int
$18,418.19 Bal

LIBRARIAN'S REPORT:

Circulation is up appreciably from last year.
MLTA annual meeting is 10/29 at Sheraton Lincoln, Worcester.
Salary recommendations must be in to Personnel Review Board by Nov.

OLD BUSINESS:

BPL Foundation meeting Wed., Oct 26 at 8:00 P.M. They have agreed make an application for the State grant for matching funds to construct the new addition.

Open house Wed. Oct 26 3:30 for new Children's Librarian Rosemary Wolff.

Meeting adjourned at 8:45.

Respectfully submitted,

Patricia Brissette

Patricia Brissette
Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
September 8, 1988

The meeting was called to order by Chairman William Hays. Trustees present were Betty Bouchard, Dwight Smith and Florence Tobiesen. Library Director Carol Swiss also attended.

The minutes of June 9, 1988 were approved.

TREASURER'S REPORT: as of 7-30-88, funds at hand totalled $19,035.29. A letter from Town Treasurer Donna Erickson indicated that dividends from the 10 library trust funds managed by the town brought in $2,059.03 during FY88. Payment into our interest-bearing checking account is usually made in late fall. Past practice has been to allocate approximately $3,000.00 for books and materials each year.

LIBRARIAN'S REPORT: Staff turn-over was reported. Children's librarian Sharma Mustard is departing 10-1-88. Housekeeper Char Syverson and page Laura McLaren have left. New housekeeper is Ferne Simard and the new page is Jason Morwick. Rosemary Wolff, and experienced children's librarian with an MLS will start on October 13, 1988. Eight people responded to the ad in the Sunday Telegram, and six people were interviewed for the job. Letters are being sent to the other candidates.

The Friends of the library will have a farewell party for Sharma Mustard on Saturday, September 24th. The trustees will sponsor a reception for the new children's librarian during the last week of October. Betty Bouchard will chair the event. It was decided to give Sharma a parting gift from the trustees, and Pat Brissette will be asked to purchase and present it.

The rugs were cleaned and a new de-humidifier was purchased to try to eliminate the odor in the children's room. Most of the odor is due to the severe humidity this summer.

MR. HAYS reported that he, Calvin Hastings, Cynthia Lane and Carol Swiss worked on the application to the Stratford Foundation (the family foundation of Kenneth Olsen, president of Digital) for "seed" money so that we could apply for state construction funds.

Mrs. Swiss noted that the intent to apply must be submitted to the Mass. Board of Library Commissioners by September 28th. Among the areas with which we have not yet complied, is permission from the State Historic District Commission. The trustees directed Mrs. Swiss to make application and note the date of application on the intent to apply.

Mrs. Bouchard gave an update on the Book Discussion Group organized in early 1988. The group meets monthly, and continued over the summer. She will get more information to the director and the Banner newspaper.

Meeting was adjourned at 9:25 P.M.

Carol Swiss, Secretary pro-tem

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 9, 1988

The meeting was called to order by Head Librarian Carol Swiss; others present were Betty Bouchard, Victor Delnore, Bill Hays, Dwight Smith, Florence Tobieson and Pat Brissette.

ELECTION OF OFFICERS:

Chairperson: Bill Hayes

Vice Chairperson: Florence Tobieson

Secretary: Pat Brissette

Treasurer: Dwight Smith

The minutes were corrected to include " A motion was made to pursue application for a construction grant from Digital Director Ken Olsen's family foundation, asking the Fund Raising Committee to pursue raising a $250,000 matching contribution.

TREASURER'S REPORT:

$18,760.00
92.96
$18,853.56

LIBRARIAN'S REPORT:

Scott Pedroli will be working at Sewall pond and Jen Boucher will be picking up his hours.

The chimney has been repaired; the electrician has not yet repaired the alarms.

The book sale during the Memorial Day celebration was a success.

Sharma, Children's Librarian, attended Author's Day at Tahanto - William Slater. She is also taking a free course in cataloging given by the Regional Library.

The Book Discussion Group will be continuing this summer.

Carol Swiss will be in Spain for a two week stay!

OLD BUSINESS:

We received communication from Roland Pickford about a

Public Hearing in Boston on August 4 regarding funding regulations.

Discussion of the application for the Stratford Foundation grant revealed past grants to Lincoln Library, Old Sturbridge Village, Joslin Clinic, various religious groups. Our Library's finances would come under intense scrutiny.

New Business:

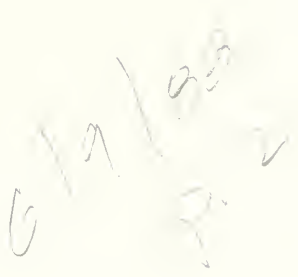
Bill signing schedules for the summer were discussed - Carol explained the negative balances for May.

Pat will schedule a computer demonstration this summer tentatively Wed., August 3.

Next meeting Thurs., Sept 8 at 8:00 P.M.

Respectfully submitted,

Pat Brissette



May 88

No quorum

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 14, 1988

The meeting was called to order by Chairperson Cynthia Lane; others present were Joan Banks, Dwight Smith, Florence Tobieson, Pat Brissette, and Head Librarian Carol Swiss. The March minutes were not available.

TREASURER'S REPORT:

$18,671.07 April Balance

CORRESPONDENCE:

Received a letter informing us that there will be a meeting Monday April 25 with the Finance Committee and Selectmen regarding the Library Budget.

LIBRARIAN'S REPORT:

- The alarm system is not working properly - needs a new power pack

- The Grandfather clock needs to be repaired - estimated cost of $350.

- Bring in back issues of Crackerbarrel for our new Trustees.

OLD BUSINESS:

- Meetings on construction guidelines for libraries are scheduled in Shrewsbury April 20 at 1:30 - also Auburn, Framingham & Marlboro. Our program statement needs fine tuning.

NEW BUSINESS:

Fluorescent light diffusers need to be replaced on the first at a cost of $226. The Trustees also approved purchasing missing diffusers on the 2nd floor.

Meeting was adjourned for a reception for our two very valuable Trustees whose terms have expired - Cynthia Lane and Joan Banks.

Next meeting Thursday, May 12 at 8:00 P.M.

Respectfully submitted,
Pat Brissette
Pat Brissette,
Secretary

TRUSTEES' MEETING
MARCH 24, 1988

The meeting was called to order by Chairperson Cynthia Lane. Other trustees present were Dwight Smith, Florence Tobieson and William W. Hays. Head Librarian Carol Swiss also attended. The February minutes were read and approved with corrections.

TREASURER'S REPORT:

$18,486.86 Feb. Bal.
90.92 Int.
$18,577.78 Mar. Bal.

CORRESPONDENCE:

- NONE.

LIBRARIAN'S REPORT:

- Very little to report except meeting with Finance Committee.
- Not much accomplished - Committee not excited about expanded hours. They said we will hear from them after they review our proposed budget.
- Next month is last meeting at which Cynthia Lane and Joan Banks will be trustees.

OLD BUSINESS:

- Massachusetts Library Association is trying to get more for library regions on a per capita basis.
- March 23 - public hearing in Boston on the bill for aid to Regional Public Library Service.
- Region has been very good to us and this bill will greatly assist.

NEW BUSINESS:

- Draft regulations for library construction programswere received. Trustees will review those proposed regulations and will discuss them next month.

William W. Hays
Secretary pro tem

TRUSTEES' MEETING

February 24, 1988

The meeting was called to order by Vice Chairperson Joan Banks. Other trustees present were Dwight Smith, Florence Tobieson and Pat Brissette. Head Librarian Carol Swiss also attended. The January minutes were read and approved with corrections.

TREASURER'S REPORT:

18,398.14 Jan Bal.
88.72 Int.
18,486.86 Feb Bal.

CORRESPONDENCE:

- Boylston Grange donated $100.00 for items deemed necessary for the Library
- Thank you note from Florence Tobieson for a special book donated by the Trustees in memory of her husband.

LIBRARIAN'S REPORT:

- Knitting class, Children's song and games , and hearth rug class all well attended
- Library has been getting good publicity in the Banner

- A new custodian is being hired to replace Elaine Gilgas

- Employee Raises have been approved

- Tahanto is in the process of being developed as a Cable TV broadcasting station
- Library's Computer is awaiting a desk

OLD BUSINESS:

- Town Counsel Greg Angelini said that a 2 1/2 year appointed term could be interpreted as not a full term: however, he suggested to avoid criticism, don't run.

NEW BUSINESS:

- Town false alarm policy - Library is charged for all false alarms (even during library hours when the staff notifies the police)
  Library is not always notified of false alarms that occur at night until they are billed a year later.
  A motion was made and passed to write a letter to the Selectmen to suggest a policy change that public buildings not be charged for false alarms that occur during business hours.

- Budget was accepted as presented by Carol Swiss with a change in total hours open, AND A ONE-STEP RAISE FOR HERSELF.
  Budget meeting Tues, Mar 1 at 8:30.

Next meeting on Thursday, March 10, 8:00.

Respectfully submitted,

PATRICIA BRISSETTE

Secretary

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
JANUARY 14, 1988

The meeting was called to order at 8:10 by Bill Hays, appointed Chairperson pro tem. Other Trustees attending were Dwight Smith, Florence Tobieson, Pat Brissette and Library Director Carol Swiss.
The December minutes were read and approved with corrections.

TREASURER'S REPORT:

$18,227.34 Dec. Bal.
81.39 Nov. Int.
89.41 Dec. Int.
$18,398.14 Jan. Bal. 1988

CORRESPONDENCE:

The library has received correspondence from the Board of Library Commissioners regarding the $35 million building grant for which there are applications for over $200 million requested. There will be a tri-weekly newsletter sent to give progress on the drafting of regulations which should be completed Sept. '88. Grant applications are due Jan. '89 with grants awarded June 1989.

LIBRARIAN'S REPORT:

- The library has received $3,050 in state aid.
- Elaine Gilgas is leaving her position as Library Housekeeper; she has done an outstanding job.

OLD BUSINESS:

- Budget:
  After some discussion, the Trustees recommended Director Carol Swiss for 2 Step raises.
  Paula Peterson was recommended for a raise to Grade 6, Step 4 for reasons presented to the Personnel Board last Spring and again this year.

NEW BUSINESS:

The Library Foundation met 1/13/88 to discuss the status of the Library addition.
Any major fundraising will be postponed until 1990. An annual appeal is being considered.

The next meeting is scheduled for Weds., Feb 24 to refine the budget for the hearing on March 1.

Meeting adjourned at 9:40.

Corrected

Respectfully submitted,
Patricia Brissette
Secretary

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
JANUARY 14, 1988

The meeting was called to order at 8:10 by Bd. Chair Jeanne Chamberlain pro tem. Other Trustees attending were Jurgen Swiss, Florence Tobleson, Pat Brissette and Library Director Carol Barney. The December minutes were read and approved with corrections.

TREASURER'S REPORT:

$19,427.34 Dec. Bal.
31.05 Nov. Int.
39.41 Dec. Int.
$18,398.14 Jan. Bal. 1988

CORRESPONDENCE:

The library has received correspondence from the Board of Library Commissioners regarding the $50 million building grant for which there are applications for over $200 million requested. There will be a tri-weekly newsletter sent to give progress on the drafting of regulations which should be completed Sept. '88. Grant applications are due Jan. '89 with grants awarded June 1989.

LIBRARIAN'S REPORT:

- The library has received $3,050 in state aid.
- Elaine Gilgas is leaving her position as Library Housekeeper; she has done an outstanding job.

OLD BUSINESS:

Budget:
After much discussion, the Trustees recommended Director Carol Barney for 2 Step raises.
Paula Tobleson was recommended for a raise to Grade 6, Step 4 for reasons presented to the Finance Board last Spring and again this year.

NEW BUSINESS:

The Library Foundation met 1/13/88 to discuss the status of the Library addition. The Building Committee will remain intact, but will hold off any major fundraising until 1990. An annual appeal is being considered.

The next meeting is scheduled for Wed., Feb. 24 to review the Budget for the hearing on March 1.

meeting adjourned at 9:40.

Respectfully submitted,

Patricia Brissette
Secretary

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
January 14, 1988

The meeting was called to order at 8:10 by Bill Mayer, appointed Chairperson pro tem. Other Trustees attending were Dwight Smith, Florence Tobriner, Pat Brissette and Library Director Carol Gross. The December minutes were read and approved with corrections.

TREASURER'S REPORT:

$19,257.20 Dec. Fd. -
$1,730 Nov. Int.
$89.11 Dec. Int.
$18,399.14 Jan. Bal. 1988

CORRESPONDENCE:

The library has received correspondence from the Board of Library Commissioners regarding the $35 million building grants for which there are applications for over $200 million requested. There will be a bi-weekly newsletter sent to give progress on the drafting of regulations which should be completed Sept. '88. Grant applications are due Jan. '89 with grants awarded June 1990.

LIBRARIAN'S REPORT:

- The library has received $3,050 in state aid.
- Elaine Gilgan is leaving her position as Library Housekeeper; she has done an outstanding job.

OLD BUSINESS:

Budget:
After much discussion, the Trustees recommended Director Carol Gross for 2 Step raises.
Paula Peterson was recommended for a raise to Grade 5, Step 4 for reasons presented to the Personnel Board last Spring and again this year.

NEW BUSINESS:

The Library Foundation met 1/13/88 to discuss the status of the Library addition. The Building Committee will remain intact, but will hold off any major fund-raising until 1990. An annual appeal is being considered.

The next meeting is scheduled for Weds., Feb. 24 to review the budget for the hearing on March 1.

Meeting adjourned at 9:40.

Respectfully submitted,

Patricia Brissette
Secretary

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
DECEMBER 20, 1988

The meeting was called to order by Chairperson Cynthia Lowe Oliver. Trustees present were Joan Bentley, Dwight Smith, Florence Tuttle and Ann Roberts. Library Director Carol Swiss was also present. The November minutes were read and approved with corrections.

TREASURER'S REPORT:
$ 16,231.34 December Balance

CORRESPONDENCE:

None

LIBRARIAN'S REPORT:

- A successful Children's program with Penny Weisel the Saturday after Thanksgiving. Sarah will be coming Sat. Dec. 10.
- Elementary P.T.O. meeting was held at the Library.

- We have been notified that meetings are to be held this month at the Municipal Office Building :
  1. Thurs. Dec 15 with the Personnel Committee
  2. Tues., Dec 13 with the Finance Committee - Dept. heads only.

OLD BUSINESS:

- Town Counsel Greg Angelini has not returned our call regarding consecutive terms as Trustees.

NEW BUSINESS:

- Beautiful Christmas decorations & tree donated by the Garden Club
- Budget information and yearly reports were handed out by Carol Swiss
  It was decided to leave discussion of salaries to Jan. meeting as there are questions on step and merit raises that need to be clarified. Some of these questions could answered at the Directors' meeting on Jan. 10.
- Compact discs have arrived - decided to loan for 1 week.

Meeting adjourned at 9:20. Next meeting Thursday, December, 1988.

Respectfully Submitted,

Patricia Griesedieck

ANTRIM PUBLIC LIBRARY
TRUSTEES' MEETING
NOVEMBER 12, 1987

The meeting was called to order by Chairperson Cynthia Lane. Trustees present were Joan Davey, Florence Tobiason and Pat Brissette; also Library Director Carol Swiss. The October minutes were read and approved.

TREASURER'S REPORT:

$ 15,558.70	October Balance
77.10	Int.
2,516.00	Int. on Trust Funds
$ 18,127.34	Nov. Balance

CORRESPONDENCE:

- NLTA Education Project Trustee Survey. Was sent with questions regarding trustee training, by-laws, current policies, and long range planning. Cynthia Lane attended the annual NLTA meeting in October.
- Letter from the board of Library Commissioners affirming they are moving to create guidelines to administer $35M in grants and expect applications for $200M.
- Selectman Jim Stanton informed the trustees that the $225 received from the sale of books will go to Mbr Town.
- Final cost of refurbishing by Annabel is $925.
- The cost of chimney repairs is going to be estimated by a mason in Clinton - repairs to be done in spring.
- The plastic coverings on the florescent lights need to be replaced.
- Discussed purchasing a light to direct on the flagpole.

OLD BUSINESS:

Mission statement and goals - motion made by Joan D. and seconded by Florence T. to accept - unanimous approval.
- Maximum number of terms to be served by trustees needs to be clarified by town counsel regarding "consecutive".

NEW BUSINESS:

January Friends meeting would like to include wine and cheese - motion was made and accepted to approve contingent upon approval of Selectmen.
- Public Library Association meeting is being held in Fathaway. Carol Swiss may attend.
- Discussed individual Trustee assignments: suggested roles -
  - Exterior and interior - Florence
  - Personnel - Dwight
  - Computer - Pat
  - Liaison with other Library Groups: Joan

We have been invited to a Christmas party at the Selectmen's quarters, 12/21 at 7:30 P.M.
Meeting adjourned at 10:15. Next meeting Tuesday, December 10, 1987.

Corrected 12/10/87 P.B. Pat Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
OCTOBER 8, 1987

The meeting was called to order by Chairperson Cynthia Lane. Present were trustees Joan Banks, Dwight Smith and Florence Tobiesen; also, Library Director Carol Swiss. The September minutes were corrected to note that the proposed change in the By-laws regarding the dates of trustees' meetings had been presented in writing. The minutes were approved as corrected.

TREASURER'S REPORT:

$16,443.78	September balance
885.00	Book expense
$15,558.78	Balance

CORRESPONDENCE

- Massachusetts Library Trustees Association invitation to annual conference Oct. 31, 1987.

LIBRARIAN'S REPORT

- Flag has been replaced with nylon flag that flew over the capital.
- Assabet Valley vocational school students left yesterday. The library was closed in the afternoon on October 6th due to fumes from the varnish. The painting and varnishing is very attractive and they did a good job. Both students and supervising teacher were most cooperative. However, the painting of the cellar floor, which had been agreed to, was not done. Also, for the first time since their arrival, they did not replace furniture or clean up on the last day.
- The remaining old books from the sale at the time of the auction of the rare books in 1979 or 1980 were sold this week.
- Interest had been shown by a local resident in purchasing the former circulation desk, which is now in the cellar. The trustees examined the counter, and decided to ask for $500.00, if permission to sell it could be obtained from the Selectmen.
- When the building is back in order, the state grant for a public access computer will be implemented.

REPORT ON LIBRARY LEGISLATIVE DAY

Dwight Smith reported on the trip to the State House for the second annual library legislative day. He and Paula Peterson represented Boylston. At a reception in the lobby, Senate President William Bulger assured the 300 - 400 people attending that the library construction bill would be out of committee by the end of the week. Chances of passage look excellent. They met briefly with Representative William Constantino. A tour of the state house concluded the visit.

OLD BUSINESS

A motion was made by Dwigh Smith to change the article in the By-Laws regarding the dates of trustees meetings from the first Thursday to the second Thursday, as stated in the written amendment presented last month. Seconded by Joan Banks. Unanimously approved.

NEW BUSINESS

- Use of the library lawn on a Saturday for a bake sale by the Congregational Church YPF was approved.
- A book in memory of Hugo Tobiesen will be given to the library by the trustees.
- Cynthia Lane displayed a photograph of the old Boylston Trolley barn given to the library by Ralph and Virginia Colebrook. A letter of thanks will be sent.

The meeting adjourned at 9 P.M. Next meeting will be Thursday, November 12, 1987.

Respectfully submitted,

Carol Swiss, Secretary pro tem.

BOYLSTON PUBLIC LIBRARY
TRUSTEE'S MEETING
SEPTEMBER 10, 1987

The meeting was called to order by Chairperson Cynthia Lane. Other Trustees present were Joan Banks, Florence Tobieson, Dwight Smith and Pat Brissette, also Library Director Carol Swiss. Minutes from June were approved as read.

TREASURER'S REPORT:

$16,682.37 June Balance
268.00 Int. & Fees
506.69 - Books

$16,443.78 Balance

CORRESPONDENCE:

- Invitation from Woods Memorial Library, Barre to their Centennial Celebration.
- Contribution from the Worcester Board of Libraries of a book on Worcester area writers from 1680 - 1980; author from Assumption College.
- Mass. Library Assoc. second annual Library Legislative Day will be held on Weds., Oct 7.

LIBRARIAN'S REPORT:

- Recent mechanical failure in reading room fan.
- Phone and fire arlarm also having problems.
- Assabet Valley is beginning to paint interior, exterior and cellar floor.
- New flag is needed to replace tattered one outside.
- Summer children's program was successful.
- Carol Swiss attended the town workshop for Board member heads this week - three more will be held on topics of town organization and functions.
- Computer grant has come through.

OLD BUSINESS:

- Joan Banks reported on book bids of $125 and $175. Joan made a motion to give Carol Swiss discretion in selling them; Dwight Smith seconded the motion - unanimous approval.

NEW BUSINESS:

- Art Moore has expressed interest in puchasing the old library counter in the storeroom. Florence Tobieson made a motion and Joan Banks seconded the same to ask for a price of $500 - unanimous approval.
- A meeting night of the second Thurs. of the month for the Trustees monthly meeting has been suggested and will be approved at next month's meeting on Oct. 8. (Sec1, Sec 2 Article 5 Bylaw Change)

- Regional Library is now offering CDs. (Compact Discs)

Meeting adjourned at 9:40 - next meeting Oct. 8, 1987.

Respectfully submitted, Patricia Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEE'S MEETING
SEPTEMBER 10, 1987

The meeting was called to order by Chairperson Cynthia Lane. Other Trustees present were Joan Banks, Florence Tobieson, Dwight Smith and Pat Brissette, also Library Director Carol Swiss. Minutes from June were approved as read.

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- A ~~motion that the~~ on the change was submitted in writing meeting night of the second Thurs. of the month for the Trustees monthly meeting ~~has been suggested~~ and will be approved at next month's meeting on Oct. 8. (Sec1, Sec 2 Article 5 Bylaw Change)

- Regional Library is now offering CDs. (Compact Discs)

Meeting adjourned at 9:40 - next meeting Oct. 8, 1987.

Respectfully submitted, Pat Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEES MEETING
JUNE 18, 1987

The meeting was called to order at 8:00 by Chairperson Cynthia Lane. Other Trustees attending were Joan Banks, Pat Brissette, Bill Hays, Dwight Smith, and Florence Tobieson and Library Director Carol Swiss.

The minutes of April and May were approved as read and bills signed.

TREASURER'S REPORT

Previous Bal.	16,509.42	
Int. Apr.	72.97	
Int. May	74.98	
Contribution	25.00	(from Norma Waddell in mem. Marie Wert)
	16,682.37	

CORRESPONDENCE

None

LIBRARIAN'S REPORT

Boylston will be giving management sessions for elected officials in the fall - a 3 or 4 hour session.

The Yoga class is finished; the bookwriting class has completed their project; the fiction weeding is done.

The book sale netted about $700 profit; the remaining books were taken by College Park Books from Greenfield.

The video collection has been moved to Fitchburg.

The damaged tree was pruned by Clayton Fuller: Barnard has estimated $2,000 to repair the chimney; Paint has to be purchased for the scheduled fall work.

The Library hours will not be changed until the building program is definite.

OLD BUSINESS

Joan Banks will be taking care of bids for old books. (approx $175)

NEW BUSINESS

Election of Officers - results:

Chairperson - Cynthia Lane

Vice-Chairperson - Joan Banks

Treasurer - Florence Tobieson

Secretary - Pat Brissette

There will be a meeting Wed. June 24 regarding the fundraising research done by Newtel. Next meeting 9/3/87.

Respectfully submitted,

Patricia Brissette, Secretary

BOYLSTON PUBLIC LIBRARY
TRUSTEES MEETING
JUNE 18, 1987

The meeting was called to order at 8:00 by Chairperson Cynthia Lane. Other Trustees attending were Joan Banks, Pat Brissette, Bill Hays, Dwight Smith, and Florence Tobieson and Library Director Carol Swiss.

The minutes of April and May were approved as read and bills signed.

TREASURER'S REPORT

Previous Bal.	16,509.42	
Int. Apr.	72.97	
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Contribution	25.00	(from Norma Waddell in mem. Marie Wert)
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CORRESPONDENCE

None

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There will be a meeting Wed. June 24 regarding the fundraising research done by Newtel. Next meeting 9/3/87.

Respectfully submitted,
Patricia Brissette, Secretary

BOYLSTON PUBLIC LIBRARY
TRUSTEE'S MEETING
MAY 7,1987

The Trustee's meeting was called to order at 8:00 P.M. by Chairperson Cynthia Lane. Other Trustee's attending were Bill Hays, Florence Tobieson, Dwight Smith and Library Director Carol Swiss. The bills were signed; minutes from last month's meeting were unavailable.

TREASURER'S REPORT

Balance $16,509.42

LIBRARIAN'S REPORT

The yoga class started this week with 5 people attending.
Carol Swiss has begun weeding the fiction - going well.
The Library Trustee's have decided to wait before writing to the Personnel Committee regarding Paula Peterson's raise.
The damaged tree in front of the Library is scheduled to be fixed.

OLD BUSINESS

Newtel should be reporting their findings regarding fundraising for the new addition in the next few weeks.

NEW BUSINESS

Two people are interested in buying some of the library's old books.
Discussion of changing library hours will be put off until June.

Meeting was adjourned at 9:30. The next meeting will be held June 5.

Secretary Pro Tem ,

Dwight W. Smith

BOYLSTON PUBLIC LIBRARY---BOARD OF TRUSTEES---APRIL 2, 1987

The meeting was called to order at 8PM by Chairman Cynthia Lane. Others attending were Trustees Joan Banks, Pat Brissette and Florence Tobiesen and Library Director Carol Swiss.

The bills were signed, and the minutes of the March meeting were accepted and placed on file.

The Treasurer reported a balance of $16,465.81.

A letter from Ed Wirt was read thanking the Trustees for the books added to the collection in memory of his wife, Marie.

Carol Swiss, Joan Banks and Pat Brissette reported on a meeting with the Finance Committee to review the Library budget request for additional staff hours for fiscal 1988. The Finance Committee would not recommend approval of the increase.

Representing Carol Swiss, Cynthia Lane had attended a meeting of the Personnel Committee to discuss the new "Salary Administration Plan for the Town of Boylston" and receive copies of the plan for distribution to the Library Staff and Trustees. The plan must be voted in at Town Meeting in May before becoming the basis for all town salaries in fiscal 1988. Adjustments to library salaries seemed fair and appropriate---except for a lack of recognition of Paula's many years of service.. However, a permanent Personnel Board will be appointed to review individual cases such as hers.

Respectfully submitted,

Cynthia R. Lane

Cynthia R. Lane
Secretary pro tem

BOYLSTON PUBLIC LIBRARY---BOARD OF TRUSTEES---APRIL 2, 1987

The meeting was called to order at 8PM by Chairman Cynthia Lane. Others attending were Trustees Joan Banks, Pat Brissette and Florence Tobiesen and Library Director Carol Swiss.

The bills were signed, and the minutes of the March meeting were accepted and placed on file.

The Treasurer reported a balance of $16,465.81.

A letter from Ed Wirt was read thanking the Trustees for the books added to the collection in memory of his wife, Marie.

Carol Swiss, Joan Banks and Pat Brissette reported on a meeting with the Finance Committee to review the Library budget request for additional staff hours for fiscal 1988. The Finance Committee would not recommend approval of the increase.

Representing Carol Swiss, Cynthia Lane had attended a meeting of the Personnel Committee to discuss the new "Salary Administration Plan for the Town of Boylston" and receive copies of the plan for distribution to the Library Staff and Trustees. The plan must be voted in at Town Meeting in May before becoming the basis for all town salaries in fiscal 1988. Adjustments to library salaries seemed fair and appropriate---except for a lack of recognition of Paula's many years of service.. However, a permanent Personnel Board will be appointed to review individual cases such as hers.

Respectfully submitted,

Cynthia R. Lane

Cynthia R. Lane
Secretary pro tem

BOYLSTON PUBLIC LIBRARY
TRUSTEE'S MEETING
MARCH 5, 1987

The meeting was called to order at 8:00 P.M. by Chairperson Cynthia Lane. Other Trustees present were Bill Hays, Florence Tobieson, Dwight Smith and Pat Brissette, as well as Library Director Carol Swiss. John Ledin representing was present to discuss fundraising for the proposed addition to the library. His committee is recommending Newtel Associates headed by Claude Dufault to do the feasibility study to determine if a major campaign to raise money through local foundations and available grants has a reasonable chance of success. He estimated that less than ten percent of the necessary funds would be collected from the town. The cost of the study would be $12,000, beginning in April and lasting 6 to 10 weeks. Local help may be needed in this study.

Bill Hays moved to accept the reccommendation of Newtel Assoc. to do the feasibility study; Florence Tobieson seconded the motion. Acceptance was unanimous.

Minutes were accepted as read.

TREASURER'S REPORT: 2/5/87 $16,377.38 Bal.
78.00 est. Int.
16,355.38 est. Bal.

CORRESPONDENCE:

Thank you from Pat Brissette for Trustees' gift.

LIBRARIAN'S REPORT:

The library has requested a public access computer as well as other hardware and software.

The inter library video co-op is now the Wachusett Video Co-op; Lancaster has joined the group.

The new Postmaster is looking for a place to store packages and sell stamps in Boylston Center; he surveyed the library facilities.

A Yoga program will be held this spring.

OLD BUSINESS:

Richard Nason has volunteered to paint the book mailbox.

Assabet will patch and paint the cellar floor if library provides supplies. The corner of the ceiling in the reference room is leaking; Carol Swiss will be setting up a schedule with Assabet to have the repairs made.

NEW BUSINESS:

Two 1957 mystery anthologies were destroyed accidentally by a patron; these could be charged by replacement cost , or at the discretion of the Librarian. Bill Hays moved to let the Librarian set the price; Dwight Smith seconded the motion. The Trustees approved unanimously.

The next meeting will be held Thursday, April 2, 1987.

Respectfully submitted,

Pat Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEE'S MEETING
MARCH 5, 1987

The meeting was called to order at 8:00 P.M. by Chairperson Cynthia Lane. Other Trustees present were Bill Hays, Florence Tobieson, Dwight Smith and Pat Brissette, as well as Library Director Carol Swiss. John Ledin representing the fundraising Committee of the BPLF, Inc. was present to discuss fundraising for the proposed addition to the library. His committee is recommending Newtell Associates headed by Claude Dufault to do the feasibility study to determine if a major campaign to raise money through local foundations and available grants has a reasonable chance of success. He estimated that less than ten percent of the necessary funds would be collected from the town. The cost of the study would be $12,000, beginning in April and lasting 6 to 10 weeks. Local help may be needed in this study.

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The library has requested a public access computer as well as other hardware and software.

The inter library video co-op is now the Wachusett Video Co-op; Lancaster has joined the group.

The new Postmaster is looking for a place to store packages and sell stamps in Boylston Center; he surveyed the library facilities.

A Yoga program will be held this spring.

OLD BUSINESS:

Richard Nason has volunteered to paint the book mailbox.

Assabet will patch and paint the cellar floor if library provides supplies. The corner of the ceiling in the reference room is leaking; Carol Swiss will be setting up a schedule with Assabet to have the repairs made.

NEW BUSINESS:

Two 1957 mystery anthologies were destroyed accidentally by a patron; these could be charged by replacement cost , or at the discretion of the Librarian. Bill Hays moved to let the Librarian set the price; Dwight Smith seconded the motion. The Trustees approved unanimously.

The next meeting will be held Thursday, April 2, 1987.

Respectfully submitted,

Pat Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
FEBRUARY 5, 1987

The meeting was called to order at 8:05 P.M. by Chairperson Cynthia Lane. Other trustees present were Joan Banks, Dwight Smith and Pat Brissette. Library Director Carol Swiss was also present. The minutes of the January meeting were corrected to note the absence of Joan Banks. Corrected minutes were accepted.

TREASURER'S REPORT

1/8/87	$16,300.01	Bal.
	77.37	Int.
2/5/87	16,377.38	Bal.

Total calendar year 1986 interest: $1,033.80

CORRESPONDENCE

A letter from Town Moderator Carl Varnum was read indicating his concern with newspaper reports quoting him following the Special Town Meeting of January 12, 1987. He did not say that the warrant article asking for the town's approval for the library to seek funds for an addition was unneccessary.

A copy of a letter from architect Mark Mitchell to the Boylston Public Library Foundation was read. It presented his final bill.

Librarian's Report

Sharma and Carol attended a "book viewing" at Worcester Public Library sponsored by Brodartbook supplier. A contract at a better discount has been entered into with Brodart on behalf of the smaller libraries in the Region. Titles from the list recommended for the grants awarded last month were available for examination prior to setting up an account and ordering.

Carol was asked to serve on a state committee to revise Options for Small Libraries.

OLD BUSINESS

Building Committee - At the Special Town Meeting, approval for the library to seek $1 million to fund the library addition was granted, after Bill Hays' presentation of the building plans. The question was moved before Cal Hastings made his presentation on the financial aspect.

NEW BUSINESS

The problemsof appropriate and attractive signs in the building were discussed.

To improve the appearance of the Book Bank, it was suggested that the High School art department be contacted, in the hopes that it can be painted.

The meeting with the Finance Committee on February 3rd resulted in their instructions to limit increases in expenses to 3%. No salary recommendations have been made by the Massachusetts Municipal Association, so the final budget is not set. The extra $2,000 put in the FY87 budget under Equipment and Repairs may not be put in the FY88 budget if it is not used this year.

The need for interior painting, whether or not an addition is in sight, was discussed. Assabet Valley will be contacted again.

The next meeting will be held Thursday, March 5, 1987.

Respectfully submitted,

Carol Swiss

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
FEBRUARY 5, 1987

The meeting was called to order at 8:05 P.M. by Chairperson Cynthia Lane. Other trustees present were Joan Banks, Dwight Smith and Pat Brissette. Library Director Carol Swiss was also present. The minutes of the January meeting were corrected to note the absence of Joan Banks. Corrected minutes were accepted.

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OLD BUSINESS

Building Committee - At the Special Town Meeting, approval for the library to seek the money to fund the library addition was granted, after Bill Hays' presentation of the building plans. The question was moved before Cal Hastings made his presentation on the financial aspect.

NEW BUSINESS

The problemsof appropriate and attractive signs in the building were discussed.

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The need for interior painting, whether or not an addition is in sight, was discussed. Assabet Valley will be contacted again.

The next meeting will be held Thursday, March 5, 1987.

Respectfully submitted,

Carol Swiss

BOYLSTON PUBLIC LIBRARY
TRUSTEES MEETING
JANUARY 8, 1987

The meeting was called to order at 8:05 by Chairperson Cynthia Lane. Other Trustees present were ~~Joan Banks~~, Pat Brissette, Bill Hays, Dwight Smith, and Florence Tobieson. Head Librarian Carol Swiss was also present. No minutes were read.

TREASURER'S REPORT

12/4	16,580.77	Bal
	68.82	Int
	429.35	Deb
1/8	16,220.24	Bal

YTD Interest is 954.03 as of 12/86.

CORRESPONDENCE:

The Town Attorney approved the rewording of the article on the warrant . It is agreed that Carl Varnum will introduce the fact it is reworded.

The Library received a letter from an individual in Bellingham applying for the position of Library Director.

The Library received some information from the M.L.A. regarding salary negotiating.

LIBRARIAN'S REPORT

December's circulation is down.
Craft workshops for adults and children and Santa Claus were a big success.
Library was closed 1/2 because of storm.
Carol and Paula are working with the Regional Library on a reference research project.
Carol attended an M.L.A. meeting where the main speaker discussed fundraising by Library Foundations - information relevant to our pending library expansion.
Our library has received a grant for over $9,000 in books and materials - thanks to the diligence of the library staff!
The goal for the near future is to weed out books in preparation for the new addition - which may increase circulation because it looks less crowded.

OLD BUSINESS

Building Committee -

Bill Hays will make a small presentation on the plans at the Town Meeting on Jan , 1987 and Cal Hastings will present funding and finances.

The next meeting will be held February 5, 1987.

Respectfully Submitted,

Patricia Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEES MEETING
JANUARY 8, 1987

The meeting was called to order at 8:05 by Chairperson Cynthia Lane. Other Trustees present were ~~Joan Banks~~, Pat Brissette, Bill Hays, Dwight Smith, and Florence Tobieson. Head Librarian Carol Swiss was also present. No minutes were read.

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Respectfully Submitted,

Patricia Brissette

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

Board of Trustees Meeting
Boylston Public Library
December 4, 1986

The meeting was called to order at 8 P.M. by Chairperson Cynthia Lane. Also present were were trustees Joan Banks, Bill Hays, Florence Tobiesen, and Library Director Carol Swiss. Sue Boucher, president of the Friends of the Library, made the annual report. Activities have been planned for the winter and spring and will be publicized in the newsletter. Special projects for theBicentennial were the "Kids' Fair" on Memorial Day, a great success, and the Parade Float which won an award for being "most creative." Members participated in the Strawberry Festival on the 4th of July and a Peach Festival in conjunction with the Northboro Friends.

The role prioritization exercize, which is part of the grant procedure, had to be done for the second time, according to instructions. The Building Study Committee reported unanimous approval of the Historic District Commission for the exterior of the library addition.

Because of Bob Weaver's resignation, it was decided to ask Dwight Smith to fill the unexpired term, pending approval of the Board of Selectmen at a meeting with the Library Trustees on December 22, 1986.

Copies of the survey, which will be mailed to everyone in town with the January newsletter, were available. The updated mission statement, goals and objectives were discussed.

Carol Swiss
Secretary pro tem

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Boylston Public Library
December 4, 1987

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Carol Swiss
Secretary pro tem

BOYLSTON PUBLIC LIBRARY

TRUSTEES' MEETING NOVEMBER 6, 1986

The meeting was called to order at 8:00 p.m. by Chairperson, Cynthia Lane. Other trustees present were Florence Tibesan, Robert Weaver, Joan Banks and William Hays. Library Director, Carol Swiss was also present. The minutes of the October meeting were accepted by the Board.

TREASURER'S REPORT:

1/6/87 - $15,617.81 Balance

CORRESPONDENCE:

A letter was received from Robert Weaver announcing his resignation as Trustee because of his move from Boylston to Barre, Massachusetts. The Board of Trustees accepted Mr. Weaver's resignation and thanked him for his dedication to the library and his service on the Board of Trustees.

A discussion then followed regarding possible candidates whose names could be submitted to the Board of Selectmen to fill the vacancy created by Mr. Weaver's resignation.

A thank you note was sent to Mr. Mancini thanking him for the sidewalk which he installed from the parking lot to the front door of the library. This was a gift from Mr. Mancini.

LIBRARIAN'S REPORT:

It was noted that circulation was down. Video use was also down and the reason for this appears to be the exhaustion of our collection. Another reason for low circulation in the library was that there had been no children's librarian. A number of people coming to the library was up to 300.

There was a good turnout for the children's story time except the afternoon session. The bus trip to Quincy Market by the friends of the library was not well attended. It was noted by Mrs. Swiss that the audio cassette use in the library is on the rise. Mrs. Swiss also reported that she has attended a workshop on grant applications for the library.

Mrs. Swiss also reported that the library cesspool had been cleaned and that a coin operator for the copier machine had arrived but that there were problems with its operation.

Sharmar Mustard, the new children's librarian, was introduced to the Board by Mrs. Swiss.

NEW BUSINESS:

The Town of Boylston has hired the Massachusetts Municipal Association to study town personnel issues. The staff of the library has completed the information requested in this study and has participated in personnel interviews.

Mrs. Swiss did work on a grant proposal for the Commonwealth of Massachusetts grant and applied for reference materials and children's materials. This grant would total $10,000.00. The library has tentatively been awarded the grant of $10,000.00 although more work needs to be done to complete the paperwork for the grant.

The trustees will review the statement of needs for the library at the next trustees' meeting.

Payrolls have to be signed every other week by the trustees and Mrs. Swiss will contact or schedule trustees to sign the payrolls.

OLD BUSINESS:

The trustees were each given copies of the building addition booklet which was prepared by Mark Mitchell, the library architectural consultant. Plans will be sent to the Planning Board of the new library addition. A public hearing before the Historic District Commission has been scheduled for November 24, 1986, at 7:30 p.m. and all were encouraged to attend.

The next meet of the Board of Trustees will be held on Thursday, December 4, 1986.

Respectfully submitted,

William W. Hays

BOYLSTON PUBLIC LIBRARY

TRUSTEES' MEETING NOVEMBER 6, 1986

The meeting was called to order at 8:00 p.m. by Chairperson, Cynthia Lane. Other trustees present were Florence ~~Tibesan~~ Tobieson, Robert Weaver, Joan Banks and William Hays. Library Director, Carol Swiss was also present. The minutes of the October meeting were accepted by the Board.

TREASURER'S REPORT:

1/6/87 - $15,617.81 Balance

CORRESPONDENCE:

A letter was received from Robert Weaver announcing his resignation as Trustee because of his move from Boylston to Barre, Massachusetts. The Board of Trustees accepted Mr. Weaver's resignation and thanked him for his dedication to the library and his service on the Board of Trustees.

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The next meeting of the Board of Trustees will be held on Thursday, December 4, 1986.

Respectfully submitted,

William W. Hays

October, 1986

No Quorum

BOYLSTON PUBLIC LIBRARY
TRUSTEES' MEETING
SEPT. 2, 1986

The meeting was called to order at 8:15 by Chairperson Cynthia Lane. Other Trustees attending are Joan Banks, Bill Hays, Florence Tobieson, Bob Weaver and Pat Brissette. The minutes were accepted as read.

TREASURER'S REPORT:

Disbursements	$2,202.27-
Dividends	423.50
Interest	167.34
Balance	$14,546.69

Because of consolidation of funds, dividends will be reported yearly.

CORRESPONDENCE:

Concerning correspondence from Earl Farmer- according to selectperson Carla Peterson, the Town is not able to sell the land he would like to purchase.

Concerning our request for a computer grant - Apple Computer Corporate Grants will send guidelines to apply when they are announced for the 1987 - 1988 cycle.

Concerning LSCA Title II grant round - our library was not funded for a construction grant this year but was encouraged to reapply for the next round or for State funds.

LIBRARIAN'S REPORT:

The $2,000 granted at the Finance Committee meeting is to be allocated to repairs made by appropriate town departments.

Janet Henderson fell and broke her elbow in front of the Library while crossing the lawn. The Highway Dept. will be asked to rope it off until it can be repaired. The Trustees have suggested a blacktop sidewalk.

An ad has been placed in the Telegram for two Sundays for a Children's Librarian; the Board of Library Commissioner, Simmons College, and The Cracker Barrel have also been notified. Three applications have been received ; Cynthia Laino from the Worc. Tatnuck Library, Carol Nozzullo Geary, and a Chinese computer expert with an MLS.

A male from the community has offered to run a reading and creative writing program for children.

The Video Co-op is applying for funds to purchase new videos.

The summer programs for children were successful - Cathy Rinker's bedtime stories for little ones was a hit. This was voluntary as part of a college program.

NEW BUSINESS:

9/24 is Library Legilative Day in Boston
9/26 CRAC Dinner at the El Morocco

The Building Study Committee has a modified design for the library addition and the Committee is in basic agreement. The bidding will be public and the architect is producing mechanicals and a booklet fo informing committees and boards of the town. It is hopeful that a large part of the funding will come from the State.

Meeting was adjourned at 10:00. The next meeting will be held October 2 at 8:00.

Respectfully submitted,

Patricia E. Brissette

BOYLSTON PUBLIC LIBRARY
TRUSTEE'S MEETING
JUNE 5, 1986

The meeting was called to order at 8:05 by Chairperson Cynthia Lane. Other Trustees attending were Joan Banks, Pat Brissette, Florence Tobieson, and Bob Weaver. The minutes were accepted as read.

TREASURER'S REPORT: $16,018.19
Carol Swiss has vouchers on file for funds taken out of Trustee's funds.

CORRESPONDENCE:
Gerry D'Amico regarding Bill 1746; the measure passed in the Senate and is now in the House.

Bud Spencer regarding his resignation.

Boylston Arts Council denying our request for a computer.

Latchkey Committee announcing program "Home Alone: Help for School Age Children".

LIBRARIAN'S REPORT:
Carol attended a MLA workshop on trustees will go into depth at a later meeting.
The Video Co-op met finishing their first year having expanded from 2 to 6 members, Barbara Bradley as key coordinator.
Staffing - Have lost 4 of the staff. Anne Marie Croaken had a death in the family. Karen and Mark have summer jobs. Cheryl will go to law school in the fall. Page replacements will be Scott Pedroli and Laura McLaren. Elaine Gilgas will take over Anne Marie's duties.
Friend's kid's fair --FANTASTIC!!
Float - Friend's are working on one for the Bicentennial Parade. Bob motioned and Joan seconded to donate $100 toward their efforts. Motion passed unanimously.
Trustee's were asked to remember to come sign for the payroll Tues. July 1.

NEW BUSINESS:
Earl Farmer has contacted the Trustees regarding the purchase of a woodlot in East Woods. He thought the money might be useful for the library expansion. Carla Peterson is looking into it as it may be decided by the Selectmen.

A report from the Building Committee that they have met with the Historical Society and all are in agreement so far. A public hearing will come at a later date.

ELECTIONS:
CHAIRPERSON: Cynthia Lane
VICE CHAIRMAN: Bob Weaver
TREASURER: Florence Tobieson
SECRETARY: Pat Brissette

The next meeting will be held on Tuesday, Sept 2. Happy Summer!

Respectfully Submitted,

Pat Brissette

Braylston Public Library
Board of Trustees
May 1, 1986

Meeting was called to order at 8:30 P.M.
Members present - Lynn Eastwood,
Florence Johnson, Joan Banks, Bob Weaver
Cynthia Lane, Pat Brissette.

Treasurers Report:

$15,926.41

Correspondence

- Three letters from ① William Bulger, State Senate Pres; ② Patricia McGovern, State Ways & Means Committee, and ③ State Rep Bill Constantine in support of State assistance to public libraries.

- A letter from Dale Eck on March 14 notifying the library that $1,006 earmarked for the library would be deducted from the $1,700+ already allocated above that budgeted.

Librarians Report.

Carol Sussa attended two workshops & there will be a change in the way films are loaned - the goal is to

Catalogue films in Holden and computerize rentals.

Programs sponsored by the Friends of the Library were Renee Vosbeck, Color Arts, and the Worcester Ballet. Programs on Kites, Snakes and Pumpernickle Puppets will be sponsored by the local Arts Council.

Projects completed were painting and inventory

Old Business

- discussion of the budget: Pauline raise did not come through - a big disappointment; perhaps after the personnel study is completed, the may receive are retroactive to the beginning of the fiscal year.

- discussion of the Building Addition - Because of a premature news article, the Committee will not report until the study is completed

Next meeting Thurs June 5 at 8:00 P.M.

Respectfully submitted,

Pat Brissette

Bayliss Public Library
Board of Trustees
May 1, 1986

Meeting was called to order at 8:30 P.M.
Members present - Lynn Eastwood
Florence Johnson, Joan Banks, Bob Weaver
Cynthia Lane, Pat Brissette.

Treasurers Report:

$15,926.41

Correspondence

- Three letters from ① William Bulger, State Senate Pres; ② Patricia McGovern, State Ways & Means Committee, and ③ State Rep. Bill Constantino in support of State assistance to public libraries.

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Programs sponsored by the Friends of the Library were Rene Vosbeck, Color Arts, and the Worcester Ballet.

Programs on Kites, Snakes and Peripatetic Puppets will be sponsored by the Boylston Arts Council.

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Old Business.

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- Discussion of the Building Addition - Because of a premature news article, the Committee will not report until the study is completed.

Next meeting Thurs June 5 at 8:00 P.M.

Respectfully submitted,
Pat Brissette

April 1986

No Quorum (?)

LEHIGH

for all your standard and specialty cement needs

SALES OFFICES

Birmingham, AL
Chicago, IL
Hartford, CT
Indianapolis, IN
Jacksonville, FL
Kansas City, KS
Minneapolis, MN
Norfolk, VA
Spokane, WA
Waco, TX
Washington, D.C.

MEMBER PCA
PORTLAND CEMENT ASSOCIATION

Bayston Public Library
Board of Trustees
March 6, 1986

Meeting was called to order at 8:00 PM
Members present - Lynn Eastwood, Florence Johnson, Bob Weaver, Joan Banks, Pat Brissette.

Prior to the regular meeting, Bob Weaver led a discussion group regarding library addition design and a "utopian" wish list. Carol Sims, Paula Peterson and Phyllis Garms were present to give their input as well. Outside lighting, bookdrop, bulletin board, larger parking lot, and inside stuff, meeting room for 40 people, much comfortable stackable chairs were some of the suggestions. Bob Weaver will compile them and bring them to the attention of the architect.

The regular meeting resumed at 9:20.
The minutes were accepted with corrections.

Treasurer's report: $16,041.42

Correspondence:

A letter from Finance Committee Chairperson Kris Woodbury asking all Town Boards to be prudent with budgets.

Librarian's Report:

Video circulation is up; library has requested state aid earmarked (but not limited) for library use to be submitted on warrant Article; March 25 starts the lecture series at the Grafton Library; Renee's classes during vacation and the bus trip to Boston were well attended.

Lynn Eastwood will not be running again for the Trustee position - her input will be missed.

New Business:

Pauline has done an inventory on older books, scrapbooks & albums.

Joan Banks made a motion to loan these articles to the Historical Society with the option to get them back for use in the Library. Florence seconded the motion which passed unanimously.

The purchase of a new copy machine was discussed. The difficulty will be putting a coin-op on it.

Meeting adjourned at 9:55.

Next meeting April 3, 1986

Respectfully submitted,

Patricia Brissette

Bayston Public Library
Board of Trustees
March 6, 1986

Meeting was called to order at 8:00 PM
Members present - Lynn Eastwood, Florence Johnson, Bob Weaver, Jean Banks, Pat Brissette.

Prior to the regular meeting, Bob Weaver led a discussion group regarding library addition design and a "wish-upon" wish list. Carol Sims, Paula Peterson and Evelyn Garms were present to give their input as well. Outside lighting, book drop, bulletin board, larger parking lot, and inside stuff, meeting room for 40 people with comfortable stackable chairs were some of the suggestions. Bob Weaver will compile them and bring them to the attention of the architect.

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The purchase of a new copy machine was discussed. The difficulty will be putting a coin-op on it.

Meeting adjourned at 9:55.

Next meeting April 3, 1986

Respectfully submitted,
Patricia Brissette

Douglas Public Library
Board of Trustees
February 6, 1986

The library meeting was called to order at 8:08 by Chairperson Cynthia Sims. Members present: Cynthia Sims, Lynn Eastwood, Roland Weaver, Florence Johnson, Joan Hanks, Pat Brissette.
Minutes were accepted, with corrections.

Treasurer's Report:
$15,631.90

Librarian's Report:
The Art Head of the Worcester Art Museum was a big success; Ed Kinkaid will install an answering machine at the library; preschool reading programs are full, except for Thurs 1 P.M.
Carol Swan asked if money could be used from Trustees funds for replenishing reference books (the encyclopedias, gardening or "how-to" references. Lynn Eastwood made a motion authorizing up to $1,000 spent on encyclopedias & other books from the Trustees fund; Florence Johnson seconded the motion which passed unanimously.
Since min. wage has increased to $3.35, Carol Swan requested the page rate be increased from $3.1 to $3.35. The request will go to the Finance Committee

meeting - Tues, Feb 18 at 8:15.
- Circulation is up, and new books are available.
- Some chairs have come back from Asshit refinished with eight Wingate chairs, satin finish - the remaining chairs need repair work - beautiful job! The Caughlin monies and students are available to do painting, carpentry etc for cost of materials.
- Federal LSCA moneys available for additions/renovations, but application have to be in far ahead of when money are needed. The Building committee met with Marc Mitchell Feb 10th.

Old Business

Our Head Librarian, Carol Jones was renewed by the Trustees and given highest ratings for her first year.

The plaque was tabled until appropriate donations for such will be acknowledged. This may determine the size - that we need to fit all the names.

The next meeting will be held Thurs, March 6. Cynthia Lane will not be present.

Respectfully submitted
Patricia J. Russell

Bayfield Public Library
Board of Trustees
February 6, 1986

The library meeting was called to order at 8:08 by Chairperson Cynthia Lane. Members present: Cynthia Lane, Lynn Eastwood, Robert Weaver, Florence Solmson, Joan Banks, Pat Brissette.
Minutes were accepted with corrections.

Treasurer's Report.

$15,631.40

Librarian's Report:

The Art Fund at the Worcester Art Museum was a big success; Ed Kinney will install an answering machine at the Library for purchases etc., preschool reading programs are full except for Mon 11 A.M.

Carol Sweet asked if money could be used from Trustee funds for replenishing reference books (eg. encyclopedias, guidance or "how-to" references. Lynn Eastwood made a motion authorizing up to $1,000 spent on encyclopedias & other books from the Trustee fund; Florence Solmson seconded the motion which passed unanimously.

Since min. wage has increased to $3.55, Carol Sweet requested the page salary be increased from $3.35 to $3.55. The request will go to the Finance Committee

meeting - Jan - Feb 15 at 8:15
- Circulation is up, and new mirrors available.
- Some chairs have come back from Asbury refinished with eight people - new satin finish - the remaining chairs need repair work - beautiful job! Mr Coughlin mentioned students are available to do painting, carpentry etc for cost of materials.
- Federal KSCA monies available for additions/renovations, the application has to be in far ahead of when money is needed. The Building committee met with Marc Mitchell Feb 10th.

Old Business

Our Head Librarian, Carol Jones, was renewed by the Trustees and given highest ratings for her first year.

The plaque was tabled until appropriate donations for such will be acknowledged. This may be better in the eye that we need to get all the names.

The next meeting will be held Thurs, March 6. Cynthia Jane will not be present.

Respectfully submitted
Patricia Brissette

Boylston Public Library
Board of Trustees
January 2, 1986

The meeting was called to order by Chairperson Cynthia Lane
Members present:
Cynthia Lane, Joan Banks, Lynn Eastwood, Pat Brissette.

The minutes were accepted as read

Treasurer's Report:

$15,631.90

Correspondence:

Received a thank-you note from Florence T. for flowers that were sent. Florence is recovering from a broken shoulder.
Copies of the AIA contract have been sent by Marc Mitchell. Jeff DiCicco and Bill Hayes will be reviewing it. Measurements have been taken by the architect.

Librarians Report:

Circulation is up in all areas; State Aid of $1,735 is included in the remaining budget; An article appeared

Old Business - Setting up Designer Selection committee - Submit names if you have any ideas! The board looked at some of the 15 applicants' works

Video Cassette Recorder is doing well.

Respectively submitted,

Joan A. Banks

(Casting sec.)

en the Library Journal about Baylston's proposed addition to the Library.

Regarding the Christmas Library programs: Santa was very successful; caroling was light on a frigid night, Roberta Corp's Christmas crafts with children was popular.

Old Business:

The Memorial plaque was discussed again - comparison of ~~two~~ three types ① 9"x12" face - 21 names @ $150
② 14x20" face - 40 names @ $95
③ 13½x16½ - 24 names @ $93

Trustees decided to view them at Olympic - or bring sample to next meeting.

Carol Suiss' evaluation to be held next meeting as two members were absent & their input is important.

New Business:

- Discussed the possibility of an answering machine to give hours - not to take messages. Carol will look into installation costs

Regarding the parade float, a motion

was made by Lynn Eastwood, and seconded by Joan Banks to not have a separate Trustees Library float on Sept 22nd. Will ask Sue Bancley to discuss a joint project float with ~~Foon~~ Friends and Trustees.

Meeting was adjourned at 9:10.

Next meeting will be held on February 6, 1986 at 8:00 PM.

Respectfully submitted
Pat Brissette

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Respectfully submitted
Pat Brissette

Communications Party and Video Festival

Friday 12 May
8 PM

at a new location:

ELKS Lodge
233 Mill St., Worcester

⇒ The Communications Student Concerns Committee is presenting awards to the best 3 students videos

⇒ Entertainment provide by WSCW DJs Rick and Tez

⇒ Cash Bar and Munchies

Tickets are $5 and can be purchased from the Communications secretary, Peg Gentile, in LCR 206a, or from Katie Klipstein or David Morin

Boylston Public Library
Board of Trustees
December 5, 1985

The meeting was called to order by Chairperson Cynthia Lane.

Members present: Joan Banks, Lynn Eastwood, Cynthia Lane Florence Johnson, Pat Brissette (late), Bob Weaver.

The minutes were read by Joan Banks and accepted

Lynn Eastwood report the treasury balances as $15,547.92.

Correspondence:

- Special Town Meeting to be held Jan 27, 1986, information to be submitted by Dec 9, budget info. due Dec 20.

Librarians Report:

The Librarians Annual Report was submitted which included information from 1984. For the month of November, adult circulation was up, Juvenile down, ~~for~~ as compared to last year.

The Garden Club has provided the Christmas decorations for the Library.

Painting of the walls in the storage room downstairs has been completed

The Library will be charged for

two of the 4 false alarms. cost of $60.
During the month, the library will be sponsoring Christmas crafts for preschool and early elementary children, Santa will visit on Sat, Dec 14 courtesy of the Friends, and a caroling party will be held Thurs, Dec 19th.
- Marc Mitchell is the architect chosen by the Library Building Committee.
- Carol, Cynthia & Paula attended a Time Management Seminar at the Northboro Library.
- The Grafton Library is holding Seminars on Popular Fiction in March. Perhaps a group from Boylston could attend if interest is shown.

Old Business:

The library chairs are scheduled to be taken to Assabet to be refinished on Tues, Dec 17th. The charge will be for materials only.
Results of the Small Library Survey have been published and a copy has been made available to our library.
The memorial plaque was discussed - no final decision has been made.

New Business:

The Financial Committee has set a 5% limit on salary increases. Documentation must be presented for requests over the 5% guideline.
During discussion of the budget, it was generally agreed that salaries of the

Librarians and custodian are quite low to begin with, so a raise in the 5% range would leave their compensation far from adequate. Requests were under 5% in some cases
Expenses budgeted fell within the 5% total increase. This is inadequate for books & periodicals, and for audio/visual which is extremely popular.

The next meeting will be held January 2, 1986.

Respectfully submitted,
Pat Brissette

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

Boylston Public Library
Board of Trustees
December 5, 1985

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The next meeting will be held January 2, 1986.

Respectfully submitted,
Pat Brissette

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
November 7, 1985

The meeting was called to order at 8:05 p.m. by Cynthia Lane, Chairperson.

Members present: Joan Banks, Lynn Eastwood, Cynthia Lane, Florence Tobiesen and Robert Weaver.

The secretary's minutes of the October meeting were read by Mr. Weaver in the absence of Patricia Bessette. They were accepted as read.

Lynn Eastwood reported that the balance in the treasury is $15,614.86.

Correspondence:

In a response to a letter from the selectmen, Carol Swiss, the head librarian, has submitted a capital expense report to the Finance Committee for 1986-1987 in the amount of $24,675.

Job descriptions have been sent to the newly formed Personnel Committee. There is a question as to whether a person called to the library for an emergency should be paid for three hours regardless of how much time is spent.

Librarian's Report:

The Art Show in October was a success. The Friends have had a Toy Party to raise funds for the Bicentennial. Various activities for Halloween were carried out as well as the American Legion party which was very successful due to the fact that there were fewer children than other years and the magician was able to hold their attention.

Carol attended a workshop on "Merchandising the Library" and Pauline Jarvis, the children's librarian, went to a Story Hour Workshop.

There has been trouble with the alarm system which may have been caused by heat sensitivity. It is hoped that a solution has been found and that we will not be fined for too many false alarms due to this irregularity.

The Boylston Arts Council has been asked for money for art prints and videocassettes as well as $40 for the Museum of Fine Arts.

Due to a heavy rainstorm at the Oktoberfest, the Friends lost a lot of books which were for sale.

A magazine index will be coming shortly.

There has been an increase in adult circulation over October '84 which is about 450. This is partly due to videocassettes.

Article III Section 2 of the By-laws of the Board of Library Trustees was discussed and it was decided to leave it the way it stands: "No member of the Board can serve more than three consecutive terms."

We will continue to use the forms which are provided by the librarian for outside groups who wish to use the library.

Joan Banks made a motion that the newsletter be sent out at the discretion of the librarian. This was voted. Therefore a change was made in the librarian's duties which designated that the newsletter be sent out quarterly.

It was noted that a letter must be sent to the head librarian by the end of March every year as to whether or not her contract will be renewed.

Bob Weaver will bring eight chairs to the Assabet Valley Regional Vocational High School for refinishing.

Not only that, he will also go to the Olympic Sports Company before the next meeting and bring back samples of plaques which will cost $100 or less for the Board to look at in preparation for a plaque which will read "Donations have been made to the Boylston Public Library in memory of" and list their names. At the present time there are 11.

After much discussion it was decided that we do not need a word processor. Therefore we will notify DEC that we are unable to accept their generous donation of a word processor at this time due to lack of proper accommodations for it. We will also request that we be given further consideration in the future.

It was agreed that the evaluation of the librarian should be deferred until December in order to give the Board and the librarian a chance to look over the forms which Weaver uses in his work. The evaluation wil take place in executive session at 7:30 p.m. on Thursday, December 5.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

Florence Tobiesen

Florence Tobiesen
Secretary pro tem

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BOARD OF TRUSTEES
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Secretary pro tem

Board of Trustees
Boylston Public Library
October 4, 1985

The meeting was called to order at 8:05 by Chairperson Cynthia Lane. All present except Bob Weaver. The regular meeting was preceded by a discussion with Carolyn Gagberg regarding the Library's accounts handled by the town. Our funds will be consolidated with other town dept. accounts and deposited in treasury notes, or C.D.'s with approximately 11% interest, maturing in approximately 1 year.
Sue Boucher, Pres. of the Friends of Library, discussed the membership drive, the booth at the Octoberfest (with chowder from The Other Place Pub) and other programs the Friends are sponsoring this fall.

8:25
Treasurers Report:
$16,086.91

Correspondence:
** the Library was awarded a

matching grant of $500 for the Library of America - 60 volume set. The award was made by the Mellon Foundation.

- Building Committee is meeting next Tues to discuss the design and bids. More members need - Bob Baurassa's name was mentioned to contact.

Librarian's Report:

- Assabet vocational class volunteered to refinish the chairs and paint the library if paint is supplied.

- The property lines of the Library are being determined by Mr. Moore, who has been involved since last January.

- Art show 7-9 PM. October 10.

- Regional meeting - workshop at the Pepperell Library was attended

by Carol and Paula.

The policies defined in the by-laws were discussed.

- 2/3 vote for majority
- serving as Trustee for a maximum of 2 terms
- non-library group must apply for use of facilities in writing
- Newsletter should go out 4 times/year.
- Hours for Christmas, N. Years Eve - close at 5. P.M. Can this include Thanksgiving?

A motion was made and accepted to include Thanksgiving in the policy.

Cynthia Lane had a quote for listing memorial donations on a plaque - $400 for first 10 plus engraving. It was suggested to contact Josh Bradford to hand it if we supply materials. Also could

involve Tahoma woodworking class, or Bob Haddon.

The secretary will write a letter to Fenton Bear, Commander of the American Legion informing him the Library will no longer be involved in the Halloween party; as it already sponsors similar activities.
A letter will also be written to Anne Marie Croaker complimenting her on the great job she's doing in keeping the library's appearance tip-top.

Video cassettes - $750 spent so far - should more be authorized?

Next meeting will be held Thurs. November 7.

Respectfully submitted,
Pat Brissette,
Secretary

Board of Trustees
Boylston Public Library
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Secretary

absent - Pat Board of Trustees - Sept. 5, 1985

The library meeting was called to order at 8:15 by chairperson Cynthia Lane.

The Secretary's Repart - was accepted as read.

Correspondence - none

The Treasurer's Repart - was read and accepted. The balance was $13,182.30. During discussion of the treasurer's repart it was agreed to check with the town Treasurer to see if the funds could be seperated. Lynne Eastwood would check into this and repart back to the board. (Oct. meeting)

Librarian's Repart - Carol Swiss handed out end of year financial repart and asked members to keep until budget time. She asked that the format be changed and stated the amount of money remaining is the important thing.

Carol repated that our collection is just shy of 20,000. new library cards issued from Spring → now - number - adults 800 (current users)

Personal - no change (We have some new young volunteers.) Carol completed her evaluation on the two senior librarians.

The library roof was finished in the spring and seems fine. Carol contacted Assabet and asked for help to refinish chairs - no response as yet.

Results of Library Survey not in yet.

Newsletter and Calendar have been published.

Old Business - Setting up designer selection

committee - Submit names if you have any ideas! The board looked at some of the 5 applicants works
Video Cassette Recorder is doing well
Respectively submitted,
Joan A. Banks
(acting sec)

Board of Trustees - Sept. 5, 1985

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Results of Library Survey not in yet

Newsletter and Calendar have been published

Boylston Public Library
Board of Trustees Meeting
6/6/85

Meeting called to order 8:10
Minutes: accepted as read
Correspondence: none
Treasurers Report: none

Librarians Report:

- Friends Book sale netted $400-500
- VCP purchased by Friends: formulation of rules in process
  Coral and Paula attended meeting on inter-library tape loans
- Bubbler to be installed on Main Floor; use of excess funds approved by Bob Pelley.
- Large purchases of books made at the Book Fair.

Old Business
- Motion made by Joan B. and approved to loan the artefacts & display case to Historical Society - long term.

Should we have Windsor chairs repaired and refinished if any extra funds?

New Business

Looking for names for Building Committee - be thinking of it over our "recess".
Also think of suggestions to include for use and function of library.
Bob suggested:

- outside bulletin board
- more convenient book drop
- access for handicap (up & down)
- automatic door with buzzer
- best seller list
- lists of videos.

Election of officers:

President Cynthia Lane
Treasurer: Lynn Eastwood
Secretary: Pat Brissette
Vice Chairman: Bob Weaver

Next meeting Sept 5.

Respectfully submitted
Pat Brissette

Baylston Public Library
Board of Trustees
Minutes of Meeting
May 9, 1985

The regular meeting was called to order by Chairperson Cynthia Lane. Members present - Cynthia Lane, Bob Weaver, Lynn Eastwood, Florence Tobieson, Pat Brissette.
The minutes were accepted with corrections.

Correspondence:

Treasurer's Report:
$10,465.

Librarians Report:

The Friends are donating money for a VCR to be loaned out by the Library. Discussion followed on a specific model that would be easy to handle and simple to operate. Handling fees, and length of loan time (week days, weekends) were also discussed. Carol Innis was going to follow up on the type being ordered by the Worcester Library.
A consortium of local libraries will pool resources to set up a video collection to supplement the regional bank, and some

repetition of purchases. After discussion on committing an amount of money to join in this group of libraries, Bob Weaver made a motion to allocate a min. of $500, maximum of $1,000 to commit to this venture; unanimous vote in favor.

Old Business:

Library Building Committee - Bill Hayes is Chairman and a search is on for more Members. The committee would hire an architect/designer to design the addition & suggest interior renovation. Time frame is approximately 2½ years from start to finish. Defined drawings would take 3-6 mos. Approximate cost of building is $100/sq ft at present.

New Business:

Cynthia Lane & Carol Sunis attended a workshop at the Clinton Library given by an "environmental psychologist on space utilization and its effect on patrons.

Carol Sunis handed out a thorough proposal ~~for~~ on architecture written by herself and Library staff. Cynthia suggested we review and discuss with Bill Hayes present.

Cynthia Lane will have a get together at her home for volunteers, trustees and past and present President of the Friends on May 31 at 6 P.M.

Meting adjourned at 9:40 Next meeting will be June 6 at 8:00 P.M.

Respectfully submitted.
Pat Brissette

Southeastern VIDEOCASSETTE Lending Code

1. Borrower must be at least 18 years of age, and have a valid library card issued by any Central Mass. Library System member.

2. Videocassettes may be borrowed for 1 day (overnight) only, and must be returned the next day that the library is open.

3. Either 1 feature length film or 2 shorter (less than 1 hour) videocassettes may be borrowed at one time per household.

4. Borrowers who return videocassettes late will be charged $2 per item per day overdue.

5. Cassettes may not be reserved unless desired tape is out.

6. Please rewind.

7. Do not return tape to Book Bank. Return directly to staff member.

8. Borrowers who repeatedly damage or return videocassettes overdue, or who fail to pay charges for same, will lose their borrowing privilege

9. Library is not responsible for any damage to borrower's videocassette equipment incurred during the time a videocassette is borrowed.

10. These are for home use only. They may not be shown where admission is charged; may not be duplicated; may not be televised via broadcast, cable or closed circuit systems. Disregard of these conditions is a violation of federal law.

VCP Lending Rules

1. This is a gift of the Friends of the Boylston Library. It is available only to Boylston residents, at least 18 years of age, who have a valid library card.

2. Borrowers must sign a special charge-out form.

3. VCP may be borrowed for 1 day (overnight) on Tuesday, Wednesday, Thursday or Friday, and 3 days Saturday through Monday.

4. There will be a charge of $2 for week-day nights and $5 on week-ends.

5. If VCP is not returned by time and date promised by borrower, there will be a fine of $5 per 24 hour period.

6. Reserves will be taken 1 week in advnace only.

7. There will be a limit of 1 reserve per month per household. Walk-in borrowing is permitted on any day for which there is no reserve.

8. The times of take-out and return are as follows:

Saturday	- Return by 12 noon Pick up after 12 noon
Tuesday	- Return by 6 P.M. Pick up from 6 to 8 P.M.
Wednesday	- Same
Thursday	- Same
Friday	- Return by 3:30 P.M. Pick up between 3:30 and 5 P.M.

9. Return to staff member.

10. Borrowers are responsible for the safe handling of the VCP.

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
APRIL 4, 1985

The regular meeting was called to order at 8:05 p.m. by Chairperson Cynthia Lane. Members present were Cynthia Lane, Joan Banks, Florence Tobieson and Bob Weaver. The minutes were accepted as read.

CORRESPONDENCE: Invitations for the CMRLS Annual Dinner were distributed to the Trustees. Notification was received from the Town Finance Committee that the revised library budget was approved as submitted.

TREASURER'S REPORT: None.

LIBRARIAN'S REPORT: Carol Swiss reported that progress has been made on the repainting of the kitchen, lounge and rest room areas. Carol, Florence Tobieson and two of her friends have been doing the work. The Boylston Garden Club recently presented a plant to the Library for the Easter Holiday season. Laurie, one of our page's resigned and will be replaced next week by a woman who has had substantial business experience. The March budget was reviewed and appears financially sound.

PUBLIC RELATIONS: A photographer has taken pictures of the photo contest winners and the Easter Egg Display. Pauline recently attended a library services meeting. A discussion was held concerning the possible reduction of summer library hours and was tabled for further review at the May Trustee Meeting.

OLD BUSINESS: An appraisal has been received on the old furniture currently in storage. The Board voted for Carol Swiss to obtain a purchase price on the folding chairs from Yankee Heritage Antiques of West Boylston. It has been determined that the Library will be able to keep the proceeds from the sale of the furniture through a transfer of funds from the Town providing the request to the Town is submitted prior to the Annual Town Meeting on Monday, May 13, 1985.

Carol will contact other libraries to ascertain if the Library of America Collection is worthy of our purchase. The Board voted to approve purchase providing the Collection is worthwhile and $500.00 in monies from the Trustee Fund is acceptable as a matching grant.

NEW BUSINESS: Recently a representative from the Wellesley Architectural firm that did the remodeling of the Harvard Library paid us a visit and suggested that a building committee be established by the Foundation. The committee would then submit a report to the Town for their review.
We are still waiting for a report from the surveyors. The Foundation has received $545.00 in the memory of Paula's Mother-In-Law for the purchase of a new set of Beatrice Potter books which have now arrived.

The Trustees have been asked to review the current By-Laws and recommend changes. Carol suggested that the following be added to the phrase requiring written requests for use of meeting rooms - "unless waived by the Library Director."

Minutes of Meeting

April 4, 1985

Carol will submit another Art's Council Application requesting passes for the Museum of Arts in Boston as well as art prints.

Bob Weaver will look into the cost of purchasing a VCR player and carrying case that could be loaned out to Library Patrons.

The Trustees will review the Trustees Manual at the May Meeting.

The Meeting was adjourned at 9:35 p.m.

The mext meeting is Thursday, May 2, 1985.

Respectfully Submitted,

Robert R. Weaver for

Patricia Brissette

Regular meeting
Board of Trustees
Library Building
March 7, 1955

The regular meeting of the Board of Trustees was called to order at 8:15 by Chairperson Opal A. Love. Present were Trustees Opal A. Love, Jean Banks, Pat Hammond, Marion Johnson, and Treasurer. The minutes were accepted as read.

Correspondence was read and ordered filed from the Park Commission.

Librarian's Report.

Librarian's Report:

Chief Librarian reported that the book drop for parking lot on Sepp Lounge [illegible] the floor, and for the Women's Club needs attempt to find cause of leak.

Miss Sibbitzen, the Head Cataloger, reported that the inventory was being done on the second floor.

Salaried librarians are available on a monthly or contract basis.

The Library Director discussed the need for a great variety of books to purchase the collection of Women authors published by Library of America. Book Library meets the population criteria.

Board is interested in purchasing a lot for parking, to make available for lease on the Main Square. The book discussed points of the

Meeting was called to order by [illegible] from Hartford and [illegible] to act for temporary [illegible]

Old Business

There are several [illegible] chairs [illegible] and hand stools that can be [illegible] for [illegible]

There is [illegible] type chair [illegible] in [illegible] condition, 2 maybe, 4 [illegible] estimated to cost $45 to [illegible] the [illegible]

There are some [illegible] seats from the Depot [illegible]

Knapp School

The Restoration Society has not picked up the desks or stools. They may [illegible] for the Potter Chairs

Pinton Library Hours: Sat 1-5, Tues 11-4, Wed, Fri 9-12AM, 1-5PM [illegible] Closed on Sunday, Monday & Thurs 11-5:30

The meeting was adjourned @ 2:20

The next meeting on April 4, 1985 [illegible]

Respectfully submitted

Pauline Bissonette

Boylston Public Library
Board of Trustees
Minutes of Meeting
February 6, 1985

The regular meeting was called to order at 8:12 by Chairperson Cynthia Lane, Members present Cynthia Lane, Lynn Eastwood, Joan Banks, Bob Weaver and Pat Brissette. The minutes were accepted with corrections.

Correspondence:

none

Treasurer's Report:

11,086.69

Librarians Report:

Carol Luiss reported that Pauline Jarvis is taking a course at Worcester State relating to children's reading.

Florence T. is planning a workday one week from this Friday - Feb. 15th in the morning.

The library has some imitation Windsor chairs in storage and is considering how to dispose of them, first, their origin and market value should be determined.

No page has been hired.

Public relations have been great -

The Voice and The Clinton Item have carried several articles and notices, an article is forthcoming in the Gazette. The Childrens programs, exercise programs and volunteer group have been successful

The Library newsletter has recently been mailed at about $150 cost.

The purchase of a VCR is pending; 2 Polaroid cameras will be on loan.

Judging of the art entries will take place tomorrow at 3:15.

New Business.

Florence T.'s schedule will not allow her to attend Wed. or Thurs. meetings. It was voted to move the regular meeting date back to the first Thurs. of the month.

A small Library survey was sent to be completed in part by the Trustees.

A role preceptionnaire cost was done individually, then as a group to determine the perception of the role the Library should play in the Bayliston community.

Next meeting - March 7, 8:00 PM.

Respectfully submitted,

Pat Brissette

Foxboro Public Library
Board of Trustees
Minutes of Meeting
January 9, 1985

The regular meeting was called to order at 8:10 by Chairperson Cynthia Lane. Members present - Cynthia Lane, Lynn Eastwood, Joan Banks, Bob Weaver and Pat Brissette. The minutes were accepted as read.

Correspondence:

Cynthia was notified of several Selectmans meetings; Jan 28 - to discuss future growth of the town including landfill and sewage, and transfer station; Tues, Feb 19, 8:15 - Finance Committee meeting in the Selectman's office. Jan 14 - Special Town Meeting.

Treasurers Report:

$10,286.96

Librarians Report:

Of the programs offered in Dec, the Santa party & Caroling were successful; the movie was not. The childrens room has been painted by Pauline Jarvis & volunteers - Paintings have been solicited for the library, judging will be in February. Carol Truss attended a meeting on library automation; at present it is too costly for our library to consider.

- The library is looking for a new page.
- There is a question on purchasing policy of fuel oil for the library - who delivers and at what price, and who decides on the supplier - the library or town officials.

Old Business

- The new sign is completed and in place - a welcome and authentic addition! Kudos to Florence F., Norman F. & Betty R. on such a great accomplishment.
- Paint & work day - put off until February.

New Business

- On the subject of expansion - we will try to get together at least once to visit a library expansion in either Boxton, Northboro, Millbury, or Westboro; and also make visits on our own.
- The deeds to wooded property owned by the library have been found at the town hall. Having this land forested is a possibility.
- A Small Library Survey is being sent and should take the better part of a meeting in the near future.
- Volunteers are being organized at a meeting on 1/21/85.

Next meeting - Feb 4, 1985.

Respectfully submitted
Pat Brissette

Commonwealth of Massachusetts
Board of Library Commissioners
648 Beacon Street • Boston, Massachusetts 02215
617 267-9400 • 800 952-7403 (in-state only) • Fax: 617 421-9833

REMINDER!

FY2003 STATE AID FORMS DUE OCTOBER 25, 2002

Based on the mail received through October 10, 2002, we have not received your library's FY2003 *State Aid to Public Libraries Compliance Form and Financial Report.*

These documents are required of applicants in order to be certified for FY2003 State Aid to Public Libraries.

Forms must be postmarked no later than **October 25, 2002.**

Please contact Anne Meringolo (anne.meringolo@state.ma.us) if you have questions regarding FY2003 State Aid to Public Libraries.

Dayton Public Library
Board of Trustees
Minutes of Meeting
Dec 5, 1984

The regular meeting was called to order at 8:05 by Chairperson Cynthia Lane. Members present - Cynthia Lane, Lynn Eastwood, Florence Johnson, Jan Banks, Pat Brissette.
The minutes were accepted as read.

Progress on the sign was the first order of business; Norman French and Kathy Kellenger were present to discuss the final draft. Bob Haddon will be building the sign which will be approx 24"W x 36"L + 2 spindles, hung on a metal bracket about 4 ft. off the ground on a 16 ft. pole. Lettering will be done by Bob Carlson.

- Correspondence

Digital is willing to donate a used word processor, but service contracts at $135/mo plus $400 training/person is too costly to accept.

- Treasurer's Report

$10,213.76

- Librarian's Report

Aerobics classes have begun, a film will be showing next week, Santa and

Mrs. Soda will be on hand Sat, 15th. Gaia Peterson's Sonias are on display in the case, and the Garden Club is decorating the Library for Christmas.

The Historical Society is looking at a display case and circulation desk being stored downstairs. The Trustees voted to allow them to take either or both for their use. The Historical Society gave the Library a used alarm system to replace the Library's defective system.

Cheryl Newcomb will now be working 4-hours on Saturdays. Someone is still needed for 3 hours on Fridays.

No mailing is being made regarding donations to the Boylston Public Library Foundation.

There will be no changes made to the present fine system.

BUDGET:

Carol Sims presented an itemized breakdown in spending over the last four fiscal years. After much discussion a budget was formulated for fiscal year '86 to be presented to the Finance Committee in January.

The meeting was adjourned at 10:00.

The next meeting will be held Wed., January 9, 1985.

Respectfully submitted,
Pat Brissette

Boylston Public Library
Board of Trustees
Minutes of Meeting
November 7, 1984

The regular meeting was called to order at 8:03 by Chairperson Cynthia Kane. Members present - Cynthia Kane, Lynn Eastwood, Robert Weaver, Florence Johnson, Pat Brissette.
The minutes were accepted with corrections concerning the memorial funds.

As guests Lette Ridinger and Norman French were present to discuss the sign, this item was taken up first. The guests and Florence Johnson brought in a sketch from Bob Carlson. The sign is similar in style to that of the Historical Society and others on the green. The present dimensions - 4' x 3 1/2', 3/4" pine; letters as 3 1/2" upper & lower case, with caps in gold leaf.

BOYLSTON
PUBLIC
LIBRARY
Sawyer Memorial
Built in 1904

It was decided the sign sketch would go back to Bob Carlson for changes, and will be reviewed by the sign committee and trustees for approval. The Friends have asked for donations from local businesses to pay for the sign - $150 has been collected The Other Place Pub has pledged to make up any shortfall.
Lette Ridinger filled us in on the

- activities of the Friends - the trip to Quincy Market; Chick Finch, Halloween Party, Fingerprinting, etc.

Correspondence:

Received notice from the Library Commission of a grant for $1735.

Treasurer's Report:

10,250.32 in NCIS Checking account.

Librarians Report:

The figures were similar to those of Sept's report except for an increase in book and periodical expenditures

Old Business:

Fines - studies have shown there is little difference whether notices are sent (first & second) or whether fines are levied. Earlier notices did bring quicker returns. Mass (1968) guidelines come back within a year

Typewriter:

The present typewriter is worn & as needed for the library and negotiations are being made to trade for one less complicated machine - and with some memory capabilities.

Alarm system - Part of the system is not functioning. No estimate for cost of repair

This item made by the company on the town which installed it. It was suggested contacting Jones Library for a "second" opinion

New Business

- The library was notified that Framingham Arts Council has approved the application for a grant to purchase original book art to be loaned

- Pauline Jones is considering taking courses at Framingham State in Children's programming and literature. Lynn Eastwood moved to give $100 towards the cost of the courses after registration. Heather Seconded the motion. Motion approved

- Agenda deadline is next Thursday at 5:00 P.M. - Thank-giving Eve

- The Trustees' lunch today has been postponed until Jan
- Life insurance is available to the Trustees through the town for a nominal fee ($1/thousand)
- The case Insurance was has been opened and is awaiting for its case

Meeting adjourned at 10:20.
Next meeting to be held Dec 5, 7:00 pm.
Respectfully submitted,
Pat Richardson

Boylston Public Library
Board of Trustees
Minutes of Meeting
October 3, 1984

The regular meeting was called to order at 8:07 by Vice Pres. Joan Banks; members present - Joan Banks, Florence Jabieson, Lynn Eastwood, Robert Weaver and Patricia Brissette. The minutes were accepted as read.

Correspondence:

The Library Foundation received $200 from Barbara K. Smith from the estate of her mother Cynthia Lane received correspondence from Norman French - he is looking for descendants of the Sawyer family. He also suggested a sign of durable wood such "SAWYER MEMORIAL LIBRARY" inscribed on it.

Florence Jabieson mentioned she will be meeting with the Historical ~~Committee~~ Society and the "sign" committee to decide on the type of sign to be made. Discussion of what is to be included on the sign resulted in

Boylston Public Library
Sawyer Memorial
1904

The Friends of the Library will be contacted for contributions.

Florence made a motion to take down the present sign immediately. After discussion, the motion was defeated 4-1.

Treasurer:

Lynn Eastwood reported a balance in the WCIS account of $6,227.93. In giving an update of other accounts, Lynn said that some time ago Carolyn Hagberg suggested consolidating separate memorial funds which would result in higher rates of interest. The trustees at that time decided to wait to see what the dividends would be; Carolyn eventually went ahead and consolidated them. She had the passbooks - they were given to her by a previous Board member and amount to last int.

$2,825 Memorial Fund - 1979 - Peoples Bank
$2,827 Trustee's Fund - 1978 - WCIS
$ 248 Memorial Fund - 1979 Peoples Bank

Lynn suggested we take these funds and put them in our regular WCIS account. A motion was made & seconded to move the funds, and was passed.

Librarians Report:

Carol Susi reported that the open house was well attended

- The Childrens programs have had good response except for the 6:00 program.
- The New England Library Association meeting was attended by all three librarians. Carol Sumas also attended two regional meetings. She mentioned future Federal grants will be available to subsidize micro computer purchase for small public libraries.
- Re typewriter; there is the possibility of trading it for another simpler machine (with memory) plus an additional regular typewriter.
- The fish tank is now working with a new thermostat and fish.

Old Business:

Bob had information on the trend for overdue fines which Carol Sumas will review.

New Business:

- It was suggested that a sign be posted to remind people to call to renew books.
- The mens room is out of order. Joan Banks will try to get plumber's "screwdriver" to fix it. Florence S.'s husband will fix broken window in the ladies room.
- Ed Kimball has sent someone to look at the roof.
- The date of Sat, Oct 20 was set aside as a workday when Trustees & friends could come do cleaning chores in backroom, clean windows etc. Workers can come between 9-12.

The meeting was adjourned at 9:35.

Next meeting - November 7 at 8:00 P.M.

Respectfully submitted,

Doris Bristol

Baylston Public Library
Board of Trustees
Minutes of Meeting
September 6, 1984

The regular meeting was called to order at 8:05 by Chairperson Cynthia Lane. Members present - Cynthia Lane, Lynn Eastwood, Joan Banks, Florence Johnson, Robert Weaver and Patricia Brissette.

The minutes were accepted with corrections.

The regular meeting time will be changed to the first Wednesday of every month. Next month a notice will be sent to remind members of the new time.

Correspondence:

- A thank you note was received from Corrine Olsen for her pendant and earring set.
- Communication was received from WCLS. about an account of ours that has been inactive for some period of time. The state, by law, can take the money. The Library has a passbook missing from the Memorial Fund that may have over $3,000 in it. Lynn will contact Carolyn Hagburg on this issue

The signing of the her contract will be postponed until October.

- Last year's open house was scheduled in the evening with poor attendance. This year the open house will be held Sept 18, Tuesday, as it is usually the busiest day. Several items will be donated by the Trustees
A large sign will be posted outside on that day, and posters will be hung in the library.

Librarians Report:

The librarians report was given by Head Librarian Carol Smith
Paula Peterson also attending.
The VCR Library includes a collection of 44 tapes from the regional library being rotated every two months.
The Regional library has 10 sets and plans to expand it.

Overdue books: The fine system is working better in getting overdue books back. Some individuals are critical of the high fines and suggested a per diem fine. Bob Weaver asked if there is a survey available showing a preferable system; he also

- Several Memorial contributions have been made over the summer amounting to $349. Cynthia Lane suggested a memorial plaque for names of contributors be displayed to encourage contributions. Acknowledgements have been sent to each contributor, and a list of contributors sent to respective families.

Dues for the MLTA will be paid for each trustee by the library. The MLTA annual meeting will be held Oct 27, with the emphasis on Children's libraries.

Treasurers Report:

Lynn Eastwood reported a balance of 6,233.43 in WCIS account.

Old Business: -

New Business:

- Cynthia Lane has several contracts for [illegible] head librarian, to remain

suggested a $.50 first fine instead of $1.00. Lynn Eastwood suggested we remain other possibilities over the next two months and give Carol time to critique the present system.

Other New Business:

Paula Peterson mentioned that Ed Kimball has been contacted and is planning to correct the leaking skylight.

Florence Tobiason suggested the sign in front of the library be taken down as the paint is peeling. She will look into the possibility that the Historical Society may be doing signs for all buildings on the Common and the Library sign could be coordinated with that effort.

The meeting was adjourned shortly after 10:00.

Respectfully submitted,

Patricia Brissette

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
MAY 3, 1984

The meeting was called to order at 8:10 P.M. by Cynthia Lane, Chairperson.

Members present: Cynthia Lane, Chairperson; Arthur Duggan, Lynn Eastwood, Treasurer; Linda Burkhardt; William W. Hays, Secretary.

Correspondence: A letter was received from Mary Silverberg regarding congratulations to the Board of Trustees on the Fuller Foundation grant for a preliminary study for an expansion of the library.

New business: Mrs. Lane discussed with the Board a grant of $30,000 from the Fuller Foundation for the purposes of doing title work and preliminary plans for a library addition.

On April 26, 1984, Mrs. Lane and Mr. Hays met with the Town Building Needs Committee at the library to discuss the future needs of the library. A very good and productive meeting was held and the Committee toured the library building to view the space needs of the library.

Mr. Hays gave a report on the progress in the title search of the property. No deed has as yet been found, although the title company has located the property of the atlases and it was listed as school property. Mrs. Lane had also spoken with Calvin Hastings regarding the Historical Commission information concerning the property, and he told her he would get back to her with that information.

Librarian's report: Ms. Olson reported to the Board that the budget was in very good stead at this time of the year. There was a discussion regarding the purchase of a new typewriter, and the Board considered the possibility of purchasing an electric, typewriter vis-a-vis a memory typewriter. It was voted by the Board 4 to 1 to authorize the purchase of a memory typewriter for the purpose of recataloguing the adult collection which process will be greatly expeditited by the use of a memory typewriter.

Ms. Olson reported that more children's books are going to be purchased prior to the end of the fiscal year and also that there is going to be an updating of encyclopedias in the library. She also reported that the Easter program for the children was a success, and she presented the Board with a librarian's annual report which was discussed by the Board.

Treasurer's report: It was reported by Mrs. Eastwood that the funds in the Worcester County Institution for Savings account totalled $8,901.14.

The next meeting of the Board of Trustees will be held on Thursday, June 7, 1984, at 8:00 P.M.

Respectfully submitted,

William W. Hays, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
APRIL 5, 1984

The meeting was called to order at 8:10 P.M. by Cynthia Lane, Chairperson.

Members present: Cynthia Lane, Chairperson; Linda Burkhardt; Lynn Eastwood; William W. Hays, Secretary.

The minutes of the previous meeting were not typed and would be considered at the May 3, 1984 meeting.

The Treasurer reported that there was a current balance in the treasury in the WCIS account in the amount of $8,452.02.

The Librarian reported that she attended a meeting on March 26 and 27 with regard to video cassettes and a new program being established in the Worcester area for regional use of cassettes. This has been funded by the federal government and when the program has been completely formulated, Miss Olson will report to the Board. Miss Olson reported to the Board on her attendance at the seminar at Simmons College regarding library additions. She reported that our planning should include future needs and uses of our facility for a period of 15 to 20 years. It was also suggested at the seminar that a library consultant be used to help in the preliminary planning stages. There was further discussion of a library addition and preliminary work for the addition.

Mr. Hays reported on the cost of preliminary planning and it was suggested that preliminary planning would cost between $25,000 and $30,000. Mrs. Lane informed the Board that the Boylston Library Foundation was going to petition the Fuller Foundation for funds

for this purpose, and that they would be making their decision in the latter part of April with regard to these funds. Mrs. Lane and Mr. Hays were to meet with the Town's Advisory Committee on building expansion on April 24, 1984, at 6:00 P.M. at the library to discuss the needs of the library.

The meeting was concluded at approximately 9:15 P.M.

The next meeting of the Board of Trustees will be held on Thursday, May 3, 1984, at 8:00 P.M.

Respectfully submitted,

William W. Hays, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF SPECIAL MEETING OF
APRIL 11, 1984

The meeting was called to order at 8:03 P.M. by Cynthia Lane, Chairperson.

Members present: Cynthia Lane, Chairperson; Linda Burkhardt; Joan Banks; Lynn Eastwood; Art Duggan; William W. Hays, Secretary.

The members of the Board were polled and it was voted 6 to 0 to go into executive session which the Board did for the purpose of discussing the review of the Librarian, Korin Olson. At 9:05 P.M. the Board voted to come out of executive session. A unanimous vote was taken by the Board not to renew the employment contract of Miss Olson which expires on June 30, 1984.

The meeting was adjourned at 9:10 P.M.

The next regularly scheduled meeting of the Board of Trustees will be held on Thursday, May 3, 1984.

Respectfully submitted,

William W. Hays, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
MARCH 1, 1984

The meeting was called to order at 8:05 P.M. by Joan Banks, Acting Chairperson.

Members present: Joan Banks, Acting Chairperson; Linda Burkhardt; Lynn Eastwood; William W. Hays, Secretary.

The minutes of the previous meeting were not completed, and action on those minutes was delayed until the May 3, 1984 meeting.

There was no correspondence of any significance received by the library or by the Board during the preceding month.

The Treasurer reported that there was a current balance in the treasury in the Worcester County Institution for Savings account in the amount of $8,452.02.

The Librarian reported that attendance was up significantly in the month of February 1984. It was also reported that the children's play was a success. The number of books being returned late was also up for the month.

Under old business there were 1500 newsletters ordered, but there was a problem with the collating of the newsletters and it was discovered that the number of newsletters was short by 84. The Board decided to wait until additional copies were made before sending the newsletter which hopefully could be done by March 7, 1984.

There was no new business discussed and discussion of the library expansion was delayed until the April 5, 1984 meeting.

The meeting of the Board adjourned at 8:15 P.M.

The next meeting of the Board will be held on Thursday, April 5, 1984.

Respectfully submitted,

William W. Hays, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
FEBRUARY 2, 1984

The meeting was called to order at 8:09 P.M. by Cynthia Lane, Chairperson.

Members present: Cynthia Lane, Chairperson; Linda Burkhardt; Joan Banks, Lynn Eastwood; William W. Hays, Secretary.

The minutes of the previous meeting were approved as read.

There was no correspondence or communications of any significance at the meeting.

The Treasurer reported that there was a current balance in the WCIS account in the amount of $8,858.82.

The Librarian requested permission to attend a seminar at Simmons College on building library additions which is going to be held on March 31, 1984. The Board approved Miss Olson's attendance at the meeting.

One hundred and seventeen books were catalogued in the month of January, 1984, and circulation is improving. One hundred and thirty-four children attended the children's programs, and the children's librarian has been very well accepted and is meeting with success in her programs. She has drafted programs with stories and films and all of the activities for the children have been very well attended. During vacation week, she intends to have a play and a snow sculpture contest.

The overdue book problem seems to be improving since the holidays have ceased. The Board was informed by the Librarian of a problem with a teenager who was hanging around the library and using the ladies room. The Board voted that if this young man continued to be a problem that we suspend his privilege to use the library. The Board also requested the Librarian to notify the police of the problem.

The Board voted to transfer the sum of Three Hundred Twenty and 45/100 ($320.45) Dollars from funds held at the Peoples Savings Bank to the memorial fund. A motion was made to approve the spending of up to $200.00 to have a preliminary title search done of the library property by Taylor Abstract Company. Of the five members present four voted in favor, and Mr. Hays abstained.

The Librarian reported on the future needs for space and indicated that the number of volumes in the library will increase from 22,000 volumes to 28,000 volumes by the year 2004. There is a need for more seating in the library and for larger meeting rooms for lectures, movies and story hours. Plans for future expansion of the library were to be explored by the Chairperson and Mr. Hays, and they along with Miss Olson were to report back to the Board on information which was developed on this issue.

The meeting adjourned at approximately 9:10 P.M.

The next meeting of the Board will be held on Thursday, March 1, 1984, at 8:00 P.M.

Respectfully Submitted,

William W. Hays, Secretary

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES
MINUTES OF THE MEETING
JANUARY 5, 1984

The meeting was called to order at 8:07 P.M. by Cynthia Lane, Chairperson.

Members present: Cynthia Lane, Chairperson; Linda Burkhardt; Joan Banks; Lynn Eastwood; Art Duggan; William W. Hays, Secretary.

The minutes of the previous meeting were approved as read.

The Treasurer reported that there was a current balance in the treasury in the WCIS account in the amount of $8,620.59. The Board accepted the resignation of Linda Burkhardt as Secretary of the Board. Mrs. Burkhardt informed the Board that she will not be seeking reelection in May and will resign at that time.

The Board appointed William W. Hays as the new Secretary of the Board.

There was no correspondence of any significance received by the Library or the Board during the preceding month. Korin Olson, the Librarian, provided the following report: There were a number of questions by Board members concerning exceeding the budget on purchases of books and periodicals. Ms. Olson reported that this was normal and consistent with last year and that any future expenditures for books would come from the trust funds or would be transferred from the Equipment Account.

It was noted that circulation was down in the Library during the holidays and snow days.

Board Member, Lynn Eastwood, reported that she had talked with Mrs. Carolyn Hagburg regarding consolidating all of the funds of the trustees in one account and was informed by Mrs. Hagburg that if the funds were consolidated that those funds would earn an additional 3% or 4% in interest. These funds would be consolidated with other funds in the Town, but would not be as accessible to the Board of Trustees as they could only be withdrawn once a year. Mrs. Hagburg was going to consult further with Mrs. Eastwood concerning some further questions with regard to consolidation of funds, but it was the feeling of Board Members at this time that if the amount of additional interest to be earned was not significant that the flexibility of having funds available when needed was desirable.

Questions were asked by the Board Members with regard to possibility of putting some funds into the Library Foundation and the Board of Trustees agreed to keep open the question of whether to combine funds with other Town departments as outlined above.

There was some discussion with regard to Peoples Savings Bank account which had no taxpayer or identification number and with regard to other accounts that may be located in other banks. Mrs. Eastwood was going to check further into this matter and report later to the Board.

Ms. Olson reported that she spoke with Helen Duffy regarding the Historical Society's request for books and Mrs. Duffy has not yet come in to discuss the matter with Ms. Olson.

The Board then discussed the budget for fiscal 1985 with Ms. Olson as follows: It was noted that the Library turned over $251.00 in fines to the Town for the month of December, 1983. Ms. Olson

noted that an additional $130.00 would be turned over during the next couple of weeks for overdue book fines. It was also noted that there was still a significant problem with overdue books and that overdue notices are sent out at one, two and three week intervals and are numbering approximately 30 notices per week. There was further discussion on the budget and appropriate increases were made for different items in the budget. Ms. Olson is going to investigate and report back to the Board with regard to the purchase of telephones in order to save money in the telephone account.

Ms. Olson discussed with the Board her desire to limit the amount of work time that pages are employed by the Library, and that she desired that Myrtle Harris would be doing more of the pages' work as well as typing. This was discussed at some length and the Board will consider this issue. In addition, the Board discussed the future expansion of the Library building and Ms. Olson was going to research the files to determine if there have been any information or studies done in the past with regard to this. It was noted that the Selectmen are appointing a Building Study Committee for the Town and that a representative from the Board of Trustees would be involved in that Board. The Board approved the bills and salaries for the employees of the Library.

The next meeting of the Board will be held on Thursday, February 2, 1984.

Respectfully Submitted

William W. Hays, Secretary

TO: Residents of Chandler Village/Dowden Hall

FROM: Sherri Nickel-Milstone, Director of Residence Life/Housing

DATE: February 16, 1999

RE: Spring Break Closing Notice March 1999

ALL COLLEGE RESIDENCE HALLS WILL BE CLOSED AND EXTERIOR DOOR LOCKS RENDERED UNUSABLE AT 4:00 P.M. ON FRIDAY, MARCH 5, 1999. STUDENTS ARE NOT PERMITTED TO REMAIN IN THE RESIDENCE HALLS DURING THE VACATION PERIOD UNLESS THEY HAVE MADE PRIOR ARRANGEMENTS WITH THE HOUSING OFFICE TO PAY FOR ACCOMMODATIONS DURING THAT TIME.

Rooms will be inspected by the Residence Life staff to insure that all residents have completed the following tasks:

1. Remove all perishable foods.
2. Pull ALL electrical plugs (except for refrigerators).
3. Remove all trash from the building and take the trash to the dumpster. Remove bottles and cans accumulated for their cash value. Any apartment not cleaned properly will be billed appropriately.
4. Close and lock all windows.
5. Leave all shades up (ground level shades should be closed).
6. Take all valuables home with you. The college will not assume responsibility for any missing or damaged property. Also, take all items with you that you will need during break, as no one will be allowed access to the buildings during break.
7. Turn off all lights.
8. Leave heaters on **LOW** setting (in commons areas and bedrooms so there are no frozen/broken pipes).
9. Close and lock your door(s). Remember to take your keys with you and remember to bring them back with you upon your return on Sunday, March 14, 1999.

NOTE:

Please notify your RA of your departure so that s/he will know you are gone in the event that someone is looking for you. This also allows the staff to more quickly check the buildings.

HAVE A SAFE AND RELAXING SPRING BREAK

Residence Halls will reopen on Sunday, March 14, 1999 at 10:00 a.m.

Boynton Public Library
Board of Trustees
Minutes of Meeting
March 1, 1983

The meeting was called to order at 8:00 pm
by Cynthia Kay, Chairperson.

Members present: Linda Burkhardt, Joan Bayles
Lynn Barwood, Cynthia Kay, William Hayes.

The minutes were accepted as read.

[illegible] from the Board. [illegible]
[illegible] from the Library [illegible]
[illegible] them to the vault at the Historical
Society. The Board [illegible] the following
[illegible] the work [illegible]
[illegible]
[illegible]
[illegible]

[illegible] the Library.

Ronda Dixon, Librarian, reported the following - Kent Corners has been funded as Children's Librarian and will start on December 6. - Library Library anticipating on December 6 - Carolyn Lipsky, Town Treasurer, asked - advisory the possibility of combining library funds in a common account - of funds from other Town departments in order to take advantage of higher interest rates. The Board requested further information - Use of our typewriter, reads it be disposed. Used machines have been purchased in the past, but have not always worked out well. The inward of time saved by a memory typewriter has been demonstrated and discussed. Further information will be available for the January meeting.

Cynthia Kane reported that tax exempt status has been approved for the Dogwood Public Library Foundation, Inc

The Board discussed next year's budget
in preparation for the Finance
Committee on February 21 at 8:30

The next meeting will be on January 5,
1981

Respectfully submitted

Karla L. Burkhardt, Secretary

Baylston Public Library
Board of Trustees
Minutes of Meeting
November 3, 1983

The meeting was called to order at 8:00 pm by Cynthia Lane, Chairperson

Members present: Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane

The minutes were approved as read.

The Treasurer reported $7,740.17 in the Treasury

The Board welcomed Kris Olson, Librarian.

Kris Olson, Librarian, reported the following.
- Her first day of employment was spent at a workshop on preparation of budgets
- Her first week and a half of employment has been busy.

The members of the Board signed the Librarian's employment contract

The Board discussed plans for an Open House on November 13th to introduce our new Librarian

The next meeting will be on December 1, 1983.

Respectfully submitted

Anita Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting
October 6, 1983

The meeting was called to order at 8:00 pm by Cynthia Lane, Chairperson

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, William Hays, Lynn Eastwood and Cynthia Lane.

The minutes were approved with corrections

The Treasurer reported $7,416.71 in the Treasury

The Board voted an additional amount of $50.00 per week for Paula Peterson for the amount of time she performs extra duties of acting Librarian

Linda Burkhardt was appointed to represent the Library on the Arts Council

The Cracker Barrel had a lovely article about Mary Silverberg

The Board voted to offer the job of Librarian to Doris Olson of Epperell, MA. Cynthia Lake phoned and the offer was accepted. Ms Olson will start working on October 25th.

Paula Peterson, acting Librarian, reported the following:
- Wright Line Corp. phoned. They have received Mary Silverberg's request for storage units for use in the attic. They will let us know when slightly damaged items are available + we can pick them up.
- The Library has been functioning well + there have been no special problems.
- Carol Nozzolillo has resigned effective October 8, 1983.

The Board welcomes Bill Hays who was appointed to the Board to replace Valerie Steeple

The Board discussed an Open House to be held on November 13 to introduce our new Librarian to the Town.

The Friends of the Library will be

invited to attend the November meeting on November 3rd.

Respectfully submitted

Lida L. Burkhardt
Secretary

Baylston Public Library
Board of Trustees
Agenda
November 3, 1983

Call to order
Signing of bills
Minutes
Correspondence and communications
Treasurer's report
Librarian's report
Old Business
Employment contract
New Business
Librarian certification for Library Commissioners.

Boylston Public Library
Board of Trustees
Meeting - October 1, 1983

The meeting was called to order at 7:30 pm by Cynthia Lane, Chairperson

The Board voted to go into executive session for the purpose of interviewing Carole Williams, applicant for the position of Director of the Library

Respectfully submitted
Linda L. Burkhardt
Secretary

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

TO: Trustees

FROM: Marv Silverberg

RE: September meeting

August 27, 1983

As most of vou know, I have submitted mv resignation, effective September 21, to assume the position of Director of the Agawam Public Library. In order to expedite the search for a new librarian, the September meeting has been moved back to Thursdav, September 1. Please contact Cynthia or me if you cannot attend. As of today, we do have a quorum for that meeting.

It will also be necessary to prepare for the Selectmen a list of candidates to fill Valerie's term. Please bring any suggestions to the September 1 meeting.

Please feel free to call if vou have anv questions about the upcoming meeting. I'll do my best to prepare the library for a smooth transition to a new librarian.

Bayshore Public Library
Board of Trustees
Meeting - September 26, 1983

The meeting was called to order at 7:30 pm by Cynthia Lane, Chairperson.

The Board voted to go into executive session for the purpose of interviewing Karin Olson, Timothy Ward and Roger Beatty Jr. applicants for the position of Director of the Library

Respectfully submitted
Linda L. Burkhardt
Secretary

Board of Trustees
Boylston Public Library
Minutes of Meeting
September 1, 1983

The meeting was called to order at 8:00 pm by Cynthia Lane, Chairperson

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood and Cynthia Lane.

A letter was read from the Selectmen regarding appointment of a new Board member to replace Valerie Steeple who has resigned from the Board

Mary Silverberg, Librarian, has submitted her resignation effective September 2, 1983. The Board voted to accept her resignation

The Treasurer reported $7,086.43 in the Treasury

Mary Silverberg, Librarian, reported the

following:

- A.L. Edmonds has asked permission to conduct a 3 day investment seminar in the Library. The Board voted approval
- Carol Kozolillo is taking a course at Simmons College for credit towards her Masters degree in Library Science. The Board voted approval of her taking this course during regular Library hours and also voted to reimburse $100.00 of her expenses.
- Two new paperback racks have been installed
- Mr. & Mrs. Nicholas Leitzel donated two boxes of paper for the copy machine.
- A new Bicycle Rack has been donated by the Friends of the Library and has been installed in front of the building. The Friends have some additional funds which will be used for the Audio-Visual area in the Children's room
- The art show will be held on October 6th
- There were many additional hours of volunteer help in the Library over the summer

- Paula Peterson will act as Head Librarian until a new Director is employed

- Discussion of contract legislation and employee evaluations was postponed until we have a new Director

The Board discussed advertising procedure to be followed to invite submission of resumes for the position of Director

The Board discussed names to be presented to the Board of Selectmen as a replacement for Valerie Stropli.

The Board expressed its sadness at Mary Silverberg's leaving and wished her the best in her new position in Agawam

The next meeting will be on October 6, 1983

Respectfully submitted
Linda L. Burkhardt, Secretary

Board of Trustees
Boylston Public Library
Minutes of Meeting
June 2, 1983

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson

Members present: Joan Banks, Linda Burkhardt, Arthur Wiggin, Lynn Eastwood, Cynthia Lane and Valerie Steeples

Mrs. Suzanne Kelly addressed the Board regarding the coordination of new signs for the buildings in the Center of Town. The Board explained that we felt the existing signs on the Library lawn is adequate and that there is no extra money in any budgets at the present time to pay for a new Library sign. It was suggested that a committee be formed of representatives from all of the buildings on the Common to discuss the coordination of signs and the eventual possibility of a Town warrant, some time in the future, or a private way to raise the necessary

funds. Mrs Kelly will convey our interest to the Historical Society and offered to prepare some sketches for the September meeting.

Mrs Banks then turned the meeting over to Mary Silverberg for election of officers. The following officers were elected:

Chairperson: Cynthia Lane
Vice Chairperson: Joan Banks
Treasurer: Lynn Eastwood
Secretary: Linda Burkhardt

The minutes were accepted with changes.

The Treasurer reported $7,075.61 in the Treasury.

Mary Silverberg, Librarian, reported the following:
- Memorial Day programs were successful.
- Mary spoke with Selectman Spence concerning the Selectmen's survey on town buildings. There have been no

decisions as yet
- Final bids from Cable TV companies are due to be filed with the Cable TV Commission by January 4, 1984.
+ The progressive dinner held at the Library had no problems.

The Board voted to approve policy revisions dated 3/83

Employee evaluations and contracts were postponed til September

Notification was received on May 29 that the deadline for filing for an LSCA grant is June 15 and must include an architect's design and a commitment from the Town to pay 65-75% of the cost. The proposal was dropped.

The Board discussed shelving for the Attic ($500. as approved at Town Meeting). Since the Board will not meet to approve any large expenditures for 2 months, approval was voted for the purchase of

the new paperback stacks.

- Mrs Burke proposed that a special book be purchased and added to the collection in memory of Cynthia Lane's mother who recently passed away. The Board voted approval.

The next meeting will be held on September 1, 1983.

Respectfully submitted

Linda L. Burkhardt
Secretary

Missing page

Boylston Public Library
Board of Trustees
Minutes of Meeting
May 11, 1983

The meeting was called to order at 8.00 pm by Joan Banks, Chairperson

Members present: Joan Banks, Linda Burkhardt, Lynn Eastwood, and Cynthia Lane.

Election of Officers postponed until June meeting

The minutes were accepted with correction

Mrs Banks received a phone call from Mrs Suzanne Kelly, a member of the Historical Society objecting to the library sign because it is in a Historical District. The State Historical bylaws require only that the sign be painted on wood and be indirectly lighted. Mrs Kelly offered to make a presentation concerning what she feels

would be an appropriate sign. She will be invited to our June meeting.

The Treasurer reported $7,311.16 in the Treasury. The funds have been transferred to a "Money Maker" account

Mary Silverberg, Librarian, reported the following:
- The Arts Council has approved a grant application for $100.00. The funds will be used to buy preservation materials. We now have to await State approval
- The Scholarship Committee from Tahanto has asked to use the Library for a progressive dinner. The Board discussed the pros + cons since this will be the first time the building will be used for dining. Tentative approval was voted. The Committee will be responsible for cleaning up.
- The Wachusett Antique Car Club donated $1,000 to us + antique car books to the Library
- Carol Nozzillo's "E.T." poster won a

Boylston Public Library
Board of Trustees
Minutes of Meeting
May 11, 1983

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson

Members present: Joan Banks, Linda Burkhardt, Lynn Eastwood, and Cynthia Lane

Election of Officers postponed until June meeting

The minutes were accepted with correction

Mrs Banks received a phone call from Mrs Suzanne Kelly, a member of the Historical Society objecting to the Library sign because it is in a local Historical District. The ~~State~~ Historical bylaws require only that the sign be painted on wood and be indirectly lighted. Mrs Kelly offered to make a presentation concerning what she feels

would be an appropriate sign. She will be invited to our June meeting.

The Treasurer reported $7,311.16 in the Treasury. The funds have been transferred to a "Money Maker" account

Mary Silverberg, Librarian, reported the following:
- The Arts Council has approved a grant application for $100.00. The funds will be used to buy preservation materials. We now have to await State approval
- The Scholarship Committee from Tahanto has asked to use the Library for a progressive dinner. The Board discussed the pros + cons since this will be the first time the building will be used for dining. Tentative approval was voted. The Committee will be responsible for cleaning up.
- The Wachusett Antique Car Club donated $1,000.00 + 2 antique car books to the Library
- Carol Nozzillo's "E T" poster won a

certificate of appreciation from the Mass Library Assoc Public Relations Committee

- Jessica Symmes (Grade 6) has been volunteering 1 hour per week for a Girls Scout merit badge
- New officers for the Friends of the Library: Ellen Sweeney, Pres
  Robin Kreiling, Vice Pres
  Janet Arent, Sec-Treas
  Beth Hayes

The Friends have planned a Cookie House and Book Sale for Memorial Day

Old Business

Contract Legislation and Employee Evaluation and grievance procedure discussions are postponed til next month when we should have a full Board

New Business

A letter of "intent to file" for LSCA funds must be mailed by May 20. Mary will write it. Hopefully, we can apply for funds to provide

handicapped access to the Library. Thus enabling us to file for other Federal funds.

The next meeting is on June 2, 1983

Respectfully submitted

Linda Burkhardt, Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting
April 7, 1983

The meeting was called to order at 8:00 pm by Valerie Steropole, Vice-chairperson

Members present: Linda Burkhardt, Arthur Duggan, Lynn Eastwood and Valerie Steropole

There was no Treasurer's report as our Treasurer, Lynn Eastwood was unable to attend tonite's meeting due to illness.

The minutes were accepted as read.

Due to several conflicts, the May ~~12th~~ 5th meeting was postponed to May 11th.

Mary Silverberg, Librarian, reported the following:
- Gareth McClain has terminated his employment with the Library. Laurie Savoy has been hired to replace him.

- On May 15, at the Library Conference, there will be a systems workshop
- The Library Board of Commissioners has notified Mary that the "jobs bill" signed last week includes $50 million for library construction
-

Old Business

Employee contract - There still seems to be unclear rules + many problems. The sample contracts we have seen can cause more problems than they solve.

The policy revisions to be discussed were tabled for the next meeting when we should have a full board for discussion

Employee evaluation and grievance procedures will also be discussed next month

The next meeting will be on Wednesday May 11

Gaylord Public Library
Board of Trustees
Minutes of Meeting
March 3, 1983

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson

Members present Joan Banks, Linda Burkhardt, Arthur Duggan, and Lynn Eastwood

The minutes were accepted as read.

A balance of $1,817.37 was reported in the Treasury. The Board discussed various interest accounts available at WCS. There is approximately $4,000 of Trust Fund interest which has been accumulating instead of being paid to the Library. These funds would be transferred soon. The Board voted to change our current checking account from "NOW" to "Money Maker" to take advantage of higher interest rates

Mary Silverberg, Librarian, reported the

following:

- The unfinished bookcases at Gray's were gone when she went to the store will keep checking
- The Friends have lots of programs lined up for Spring
- The Library has some new volunteers, accounting for approximately 10 hours per week
- Mary is taking some computer courses in preparation for eventually computerizing some Library records

Mary Blodgett called Mr Duggan to see if the Library would be interested in tying into a Cable TV system if, and when, it is installed in Town. The Board discussed and approved it.

Policy revisions - The Board discussed the 2/83 draft of Policy. A few more changes will be made for next month's meeting

The Board discussed 2/83 draft of Evaluation and Grievance procedures. Further revisions will be made for discussion next month

There will be a workshop on Employee contracts this month. Mary will provide the Board with information prior to next month's meeting

Mary Silverberg recommended that Carol Rozolillo be reappointed for 1983 The Board voted unanimously to approve the reappointment

The next meeting will be held on April 7, 1983

Respectfully submitted

Linda L. Burkhardt
Secretary

Gaylord Public Library
Board of Trustees
Minutes of Meeting
March 3, 1983

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson

Members present Joan Banks, Linda Burkhardt, Arthur Duggan, and Lynn Eastwood

The minutes were accepted as read.

A balance of $1,817.37 was reported in the Treasury. The Board discussed various interest accounts available at WCIS. There is approximately $4,000 of Trust Fund interest which has been accumulating instead of being paid to the Library. These funds will be transferred soon. The Board voted to change our current checking account from "Now" to "Money Maker" to take advantage of higher interest rates.

Mary Silverberg, Librarian, reported the

following:
- The unfinished bookcases at Spays were gone when she went to the store will keep checking
- The Friends have lots of programs lined up for Spring
- The Library has some real volunteers, accounting for approximately 15 hours per week
- Mary is taking some computer courses in preparation for eventually computerizing some Library records

Liz Blodgett called Mr Duggan to see if the Library would be interested in tying into a Cable TV system of, and others, it is installed in Avon. The Board discussed and approved it.

Policy revisions - The Board discussed the 2/83 draft of Policy. A few more changes will be made for next month's meeting

The Board discussed 2/83 draft of Evaluation and Grievance procedures. Further revisions will be made for discussion next month.

There will be a workshop on Employee contracts this month. Mary will provide the Board with information prior to next month's meeting.

Mary Silverberg recommended that Carol Kozolillo be reappointed for 1983. The Board voted unanimously to approve her reappointment.

The next meeting will be held on April 7, 1983.

Respectfully submitted

Linda L. Buckhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting
February 3, 1983

The meeting was called to order at 8:00pm. by Joan Banks Chairperson

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Cynthia Lane, Lynn Eastwood, Valerie Steiple.

The minutes were accepted as read

A balance of $2,165.23 was reported in the Treasury

Mary Silverberg, Librarian reported the following:
- one of the used typewriters purchased a couple of years ago has been repaired repeatedly and still does not perform well. The Board approved its use as a trade in ~~for~~ (over) the purchase of a newer model.
- Tumbletalk has made a $50.00 down

door to the Library
- The cost of blown in insulation under the attic floor will be $660.00. The Board voted not to have it done at this time
- Employee contract information will be in the mail to the Board members soon
- Worcester Public Library has cut its hours again. Berlin will possibly cut to 25 hrs per week. Other towns are cutting back also, resulting in increased use for Boylston
- Overdue survey results
  - 22 said fines were fair
  - 2 said too high
  - 2 said too low

  The fee schedule will remain in force as is
- Attic bookcases - The Board voted to have Mary Silverberg check on the unfinished bookcases at Spag's and to purchase some if the price seems reasonable. Cost of Supply Catalogue: $70.00

The Grant Proposal will be presented in the Fall.

The Tahanto Band is going to Ireland in April and has asked permission to place a collection canister in the Library to solicit funds. Since this project is supported by the school system, the Board voted to allow the placement

The next meeting will be held on March 3, 1983

Respectively submitted

Linda L Burkhardt
Secretary

Accounts at WCIS

We have now

1) Now less than $500 – 5½%
above $500 – interest of super nows
presently 7%, but variable
.10 / check

2.) money maker less than $500 – 5%
more than $500 – presently 8.5%
(variable)
Maximum 3 cks / month

3. 30 month certificate ($1,000 minimum)
9.7%

I recommend money maker:
For 30 month certificate, ① hard to estimate how much money to save in checking.
② additional work to transfer funds

Boylston Public Library
Board of Trustees
January 6, 1983

The meeting was called to order at 8:00 pm by Jax Barbs, Chairperson

Members present Jax Barbs, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane, and Valerie Steeple.

The minutes were accepted with changes

A balance of $2,423.72 was reported in the Treasury

Mary Silverberg, Librarian, reported the following.

- Myrtle Harris has been recommended for reappointment for 1983. The Board voted to approve her reappointment

- Mary passed out bookmarks being used for the reading [illegible]

held at Sterling Public Library - funded by the National Endowment for the Humanities

The Board discussed revised budget figures for submission to the Finance Committee.

There was nothing to report on the Grant proposal
The next meeting will be held on Feb 3,
Respectfully submitted

Linda L Burkhardt
Secretary

Semi Formal Dinner Dance

Friday, April 23, 1999
6:00pm - midnight

$27.00 per person includes buffet.
Tickets go on sale at the Info Desk March 15, until
April 16 or when tickets sell out! (whichever comes first)

Semi Formal ticket includes transportation.*
Sign Up at the Info Desk for the bus.
Two Buses leave Dowden Hall at 6:00pm.
Returns at midnight.
(*limited seating available.)

Photographer will be available,
so don't forget to bring your money!!

Sponsored by the
Classes of '00, '01 and '02.

poetry by candlelight

Baystox Public Library
Board of Trustees
Minutes of Meeting
December 2, 1982

The meeting was called to order at 8:00 pm
by Joax Banks, Chairperson

Members present. Joax Banks, Linda
Burkhardt, Lynx Eastwood, Cynthia Lane

The minutes were accepted with one
change.

A balaxe of $2,865.54 was reported in
the Treasury

A letter was read from the Finaxe Comm-
ittee. The Board will meet with them
on Thursday, February 17 at 8:30 to
discuss our 1983 budget.

A letter was read from the Selectmen
concerning dates for submission of
budgets and annual reports

Mary Silverberg, Librarian submitted her Annual Report to the Trustees

The Board voted to reappoint Library employees for 1983 in accordance with the Librarian's recommendations

Respectfully submitted

Linda Burkhardt, Secretary

ANNUAL REPORT TO THE BOARD OF TRUSTEES

DECEMBER 1982

The past year has seen a significant improvement in the library's financial position. Public support was demonstrated by a successful bid at town meeting for an FY 1983 budget increase. The additional funds brought salaries in line with those in similar Massachusetts libraries, replenished a depleted general expense budget, increased the book budget, and provided new carpeting for the library's main floor.

In a further attempt to strengthen library finances, Cynthia Lane is establishing the Boylston Public Library Foundation, which will solicit funds in support of the library.

The Collection

With the assistance of volunteers, the preliminary steps toward an inventory of the adult fiction collection are essentially complete. We hope to finish the inventory by 1984 and subsequently to begin an inventory of the adult non-fiction collection. The first complete inventory of the children's collection was finished in January 1982. Inventories of juvenile books are now scheduled on a yearly basis.

The use of trust and state aid funds to supplement the book budget has had a major impact on the quality of the collection. During the past year, we concentrated on upgrading the children's non-fiction and adult reference collections. Our improved ability to meet community needs, coupled with cuts in many area school and public library programs, have contributed to continued increases in circulation. Overall circulation has risen 24% since 1980; juvenile circulation showed an extraordinary 34% rise during the same period.

While increased library use reflects growing support for our program, the corresponding expansion of the work load requires both the recruitment of more volunteers and the development of better methods of handling routine tasks. Procedures have been simplified while still maintaining an acceptable level of accuracy in records and access to the collection, and the establishment of overdue charges has greatly reduced time spent in dealing with delinquent borrowers. Yet the growing demand for our services will require more comprehensive change. The attached statement on automation outlines possibilities for progress through the developing regional computer system.

Daystar Public Library
Board of Trustees
Minutes of Meeting
December 2, 1982

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson

Members present: Joan Banks, Linda Burkhardt, Lynn Eastwood, Cynthia Lane

The minutes were accepted with one change

A balance of $2,865.54 was reported in the Treasury

A letter was read from the Finance Committee. The Board will meet with them on Thursday, February 17 at 8:30 to discuss our 1983 budget.

A letter was read from the Selectmen concerning dates for submission of budgets and annual reports.

Mary Silverberg, Librarian submitted her Annual Report to the Trustees

The Board voted to reappoint Library employees for 1983 in accordance with the Librarian's recommendations

Respectfully submitted

Linda Burkhardt, Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting
November 4, 1982

The meeting was called to order at 8:00 ~~pm~~ by Joan Banks, Chairperson

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Valerie Steropole

The minutes were accepted as read.

A balance of $2,810.67 was reported in the Treasury

Mary Silverberg, Librarian, reported the following:
- The Friends have been very busy with programs for the Library - they had the piano tuned for a music program today
- We are participating in a grant, with Sarcaster & Sterling, from the National Association for Humanities which

will provide literary discussion
- The art class will not use the Children's Room after all. There is not enough space.
- The Madelyn Kennedy family's gift of a paperback book rack has been delivered and will be set up in a day or two.

Grant proposal -
The Directors of the Boylston Public Library Foundation will meet ~~with~~ this week.

Chapter 322 -
Mary distributed some sample employment contracts for our review before we begin drafting our own contract.

New Business
The Board discussed the possibility of holding a Christmas Party with the Selectmen + inviting Town officials. Linda will contact the Selectmen.

The Board discussed proposed budget figures to be presented to the Finance Committee in January

The next meeting will be on December 2, 1982

Respectfully submitted,

Linda L. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting
November 4, 1982

The meeting was called to order at 8:10 ~~pm~~ by Joan Banks, Chairperson

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Valerie Steeple

The minutes were accepted as read

A balance of $2,810.67 was reported in the Treasury

Mary Silverberg, Librarian, reported the following:
- The Friends have been very busy with programs for the Library - they had the piano tuned for a music program today
- We are participating in a grant, with Lancaster & Sterling from the National Association for Humanities which

will provide literary discussion
- The art class will not use the Children's Room after all. There is not enough space
- The Madelyn Kennedy family's gift of a paperback book rack has been delivered and will be set up in a day or two

Grant proposal -
The Trustees of the Boylston Public Library Foundation will meet ~~with~~ this week.

Chapter 322 -
Mary distributed some sample employment contracts for our review before we begin drafting our own contract.

New Business
The Board discussed the possibility of holding a Christmas Party with the Selectmen + inviting Town officials. Linda will contact the Selectmen

The Board discussed proposed budget figures to be presented to the Finance Committee in January.

The next meeting will be on December 2, 1982

Respectfully submitted,

Linda L. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting
September 9, 1982

The meeting was called to order at 8:00 pm by Jean Banks, Chairperson.

Members present Jean Banks, Linda Burkhardt, Lynn Eastwood, Valerie Utrup and Cynthia Lee.

The minutes were accepted as read.

Correspondence - The Board of Library Commissioners have a vacancy currently as well as two more in the future. They are requesting recommendations to fill them.

Balance of $3,285.99 was reported in the Treasury.

Mary Silverberg, Librarian, reported the following:
- Nadine Kennedy passed away. The family requested donations to the Library

in the money has been received over
expenses to date for the Memorial Fund.
The family also requested the staff to
recommend a gift that they could make
to the Library in his memory. The staff
has suggested a paperback book rack
which are appropriate shapes.
The new carpet tiles were installed by
Jim Carey at a cost of $2,175.00.
If any loose tiles were experienced
an act upon will be held next month
The Selectmen's letter received
with Th for the Town Hall installation
is particularly good for the Library

Civil Defense
Civil Preparedness - Agatha Kane reported that
the progress to establish a Shelter location
should be held by next month

Tree Wardens
Tree Wardens - Kane reported to Open Meeting
that not much has been done. The Wardens
discussed the possibility of having a
Christmas party instead,

- Upathem Fire agreed to have an committee to be set up by the Chairman concerning expansion of Town building.
- The Board approved spending $100.00 on Library for the Chilhowee Park Fire Carlton will check the policy to see if Penny Kennedy Memorial Contributions can be used for the purpose.

The next meeting will be held on October 4, 1962

Respectfully submitted

Ford L Burkhardt
Secretary

Baylor Public Library
Board of Trustees
Minutes of Meeting
September 9, 1982

The meeting was called to order at 8:00 pm by Jan Banks, Chairperson.

Members present: Jan Banks, Linda Burkhardt, Lynn Eastwood, Darlene Stroyle and Cynthia Lacy.

The minutes were accepted as read.

Correspondence - The Board of Library Commissioners has a vacancy currently and has two names on the ballot. They are requesting more nominations to fill them.

Balance of $2,233.99 was reported as of January.

Mary Silberg, Librarian, reported the following:
Circulation Family passes out. The family requested donations to the Library

ask for money. It was decided not
safe to ask for the Memorial Fund.
The family also requested the staff to
work out a gift that they could make
in the Library in his memory. The staff
have suggested a paper back book rack
with the appropriate plaque.
The new carpets were installed by
Jim Casey at a cost of $2,175.00.
Pads have also been appropriated
Art work will be held next month
The Librarian's letter mentioned
Table Tennis for the Work Organization
is potentially good for the Library

City Business
Next program - Cynthia has reported that
the papers to establish a Foundation
should be filed by next month

New Business
Open House - Irene reported the Open House
was well liked by all and the Board
discussed the possibility of having a
Open House bi-yearly.

- Cynthia Lane agreed to serve on a committee to be set up by the Electric Concerning expansion of Sauk Building.
- The Board approved spending $100.00 on Library for the Children's Room. Lyle Carlson will check the policies to see if Nancy Kennedy Memorial Contributions can be used for this purpose.

The next meeting will be held on October 11, 1982

Respectfully submitted

Kendra L Carlson
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - June 2, 1982

Members present - Jane Burke, Linda Burkhardt, Lynn Eastwood, Cynthia Fox, Valerie Murphy

The meeting was called to order at 8:00 pm by Jane Burke Chairperson

The minutes were accepted as read.

A balance of $1121.93 was reported in the Treasury

Mary Silvestry Librarian, reported the following
- The Memorial Day fund raising by the Friends of the Library went very well. They raised over $600 - more than twice any previous years amount
- The Alumni Club has 2 performances this week
- The Selectmen are starting up their Quarterly newsletter again

- Mary will be on vacation for the last 2 weeks in June and the first 2 weeks in July. Mrs Peterson will prepare the ballot for signature

- Mr Banks announced that Mary Silverberg as the new Chairperson for the Regional Library Council

- Cynthia Lake reported that, on advice of legal counsel, before we can apply for a Grant, we need to establish a charitable foundation because the proposal should be made by a foundation. The foundation would then apply for 2 grants: one for the actual building; and one for book, salaries, maintenance, etc. The Board discussed the setting up of a committee to prepare a study of existing library facilities in Town and proposed expansion. The filing for incorporation and tax taxable status will probably be completed in the Fall

- The Millburg Library has a fine system

of $1.00 on the first overdue notice and $2.00 or $3.00 per subsequent notices. The Board discussed the re-institution of overdue fines and agreed to charge $1.00 after the first notice, $2.00 after the second notice and $3.00 after the third.

Respectfully submitted

Leslie K. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - May 4, 1982

The meeting was called to order and immediately turned over to Mary Silverberg, Librarian, to conduct election of officers. The following officers were elected:
Chairperson - Joan Banks
Vice Chairperson - Valerie Steroplo
Secretary - Linda Burkhardt
Treasurer - Lynn Eastwood
Members present Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane, Valerie Steroplo
The minutes of the April 1, 1982 meeting were accepted as read

A letter was read from Alan Whittier, Reynolds concerning the seminar held at the Library in March

A balance of $2,342.13 was reported in the Treasury

Mary Silverberg, Librarian, reported the following:

- The Friends of the Library have elected new officers:
  President - Joan Bacon
  Secretary-Treasurer - Linda Bell
  Publicity - Lois Brissette + Shirley Wilkinson
  and they are planning several more fund-raisers for Memorial Day
- Mary received a complaint about one of the books in the Children's Room "Body Words" (a dictionary of the human body) was moved from the general collection to the reference collection.

Old Business

The Board discussed our budget request as it appears on the Town Warrant for the annual meeting on May 10. We reaffirmed our decision to request approval of the higher figures

New Business

The Board's policy on Blue Cross - Blue Shield deductions from employees' salaries says that the employee pays 10% and the Town pays 90%. This

policy is no longer in effect. The policy will be rewritten to reflect the actual percentages in effect.

Respectfully submitted,

Linda L Burkhardt, Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - April 1, 1982

Members present - Jane Banks, Lynn Eastwood, Linda Burkhardt, Cynthia Lane.

The meeting was called to order at 8:00 pm by Jane Banks, Chairperson

The minutes were accepted as read.

A balance of $3,154.59 was reported in the Treasury

A letter was read from Central Massachusetts Regional Library System concerning guidelines for non-member use of libraries. The Board voted to endorse use of these guidelines. Mary Silverberg will convey our endorsement

Mary Silverberg, librarian, reported the following:
- there is approximately $300 left in the

be able to stay within the budget for the balance of the fiscal year. The Town book funds have been spent and we are now spending the interest from the Trust funds for books. The Board discussed putting $1,000 or $2,000 into a savings certificate. Mary and Lynn will prepare recommendations for our next meeting.

Attic Renovation - the specifications obtained from Robert Bourassa indicate a cost of $21,000 so more than we were planning to request from the Town. Since we have received so many conflicting reports and cost estimates, the Board decided to pass on this article at Town Meeting.

Budget - Mary Silverberg made up an estimated budget using the amounts recommended for our use by the Finance Committee. The Board agreed that we would need the full amount requested in our budget to maintain [illegible]

The Friends of the Library are in action action again. They have a coffee planned for April 13th for prospective members and election of new officers scheduled the following week

The next meeting is May 4, 1982

Respectfully submitted

Linda L. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - March 4 1982

Members Present: Joan Banks, Linda Burkhardt Lynn Eastwood, Cynthia Kane and Valerie Temple

The meting was called to order at 8:00 pm by Joan Banks, Chairperson.

The minutes were accepted as read

A balance of $4,132.01 was reported in the Treasury.

Mary Silverberg Librarian, reported the following
- attendance at Library programs has been very good
- exercise classes are full
- Mary Ritter, Reynolds program was changed to March 23rd
- Friends of the Library are having a good response to their membership drive

The Board discussed the budget which was submitted to the Finance Committee. It was decided that we would request the full amount discussed previously at the Annual Town Meeting.

Mr Slick checked out the attic and noted some major changes that will have to be included in our renovation plans, as required by current building codes in order for use of that room by the public. If the space is to be used for staff workspace and storage, much less will have to be changed. It was decided that if these changes will bring the total cost of renovation much over $20,000, the additional space acquired might not be worth the expense. Mr Demoyan will have more information for our next meeting.

The Board discussed overdue fines. Approximately 30% of the circulation receives an overdue notice; 8% a second notice; and 2-3% suspension notice. Various

The Board discussed the Walsh Bill currently pending in the State House. It provides $78.6 million for libraries for next year with virtually all of the funds to go to Boston Public Library. The bill was filed without notifying the Board of Library Commissioners. That Board and the Central Regional Advisory Council Executive Committee are opposed to the legislation.

Respectfully submitted

Zelda L. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - February 4, 1982

Members Present: Jean Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood

The meeting was called to order at 8:00 pm by Jean Banks, Chairperson

The minutes were accepted as read

A balance of $4,170.09 was reported on the Treasury.

Mary Silverberg, Librarian, reported the following:
- Approval was requested for the purchase of a new card catalogue. Approval was given by unanimous vote
- The roof is actually leaking. It is not a condensation problem as previously thought. Mr. Kimball has inspected the problem and will request funds for repair on his budget.
- The Friends of the Library have loaned

Higgins Armory.
- Mark Whitter, Reynolds has requested time to put on an investment information program. It has been scheduled for March 2.

Mr Caulfield from Assabet Regional Tech saw our newsletter. He suggested that the MOVE Program at Tahanto could possibly help with some of the necessary building of the attic renovation. Mary will contact him for more details.

The Board discussed the possibility of reinstating overdue fines. Approximately 30% of the circulation required a first overdue notice; 7%, second notice; 2-3%, third notice. Mary will gather more statistics for next month's meeting.

The Board discussed the Articles for the Town Warrant. Mary will get formal bids for new carpeting and the attic renovation.

The next meeting will be on March 4, 1982.

Respectfully submitted

Linda L. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - January 7, 1982

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane

The meeting was called to order at 8:00 ~~pm~~ by Joan Banks, Chairperson

The minutes were accepted as read.

A balance of $3,882.25 was reported in the Treasury.

Mary Silverberg, Librarian, reported the following:
- The fire detection system has been installed
- A leak has developed in the roof. Mr Kimball has been notified & will check it out
- Fire Steeple is working on plans for attic renovation

The Board discussed and approved the following changes in the Library Policy:

- The Library hours listed on the policy were changed to show the hours the Library is currently open
- The total number of items to be checked out by any individual may be limited by the Librarian. This paragraph formerly included a maximum of 4 items
- The paragraph concerning posting of notices has been updated
- The paragraph concerning the charge for library cards has been clarified

The proposed budget to be submitted to the Finance Committee was discussed and approved. The Board will meet with the Finance Committee on January 28th.

Respectfully submitted

Linda L. Burkhardt, Secretary

Announcing

Christmas Crafts
for school aged kids!

3:15 p.m. December 9

at South Worcester Branch Library

705 Southbridge Street
Worcester, MA 01610
799-1723

Pre registration is required.

Baylston Public Library
Board of Trustees
Minutes of Meeting - December 3, 1981

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane and Valerie Steeple

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson.

The minutes were accepted as read.

A balance of $3,802.25 was reported in the Treasury

Mary Silverberg, Librarian reported the following.

- Proposition 2½ has not had too much effect on the Library. We are now closed on Mondays, so circulation has dropped a little
- Mary Daley has left the Library. As a result, cataloging of books is behind. Mary Silverberg will be spending time in the Library after hours
- Employee evaluations have been completed

The attic renovation plans are awaiting a sketch from Mr Hemarjian

Grant proposal - Valerie Stergis's daughter, Kim, has completed 3 years of architectural school. Valerie will check with her about preparation of preliminary specifications to present to the Board of Selectmen.

The next meeting is January 7, 1982.

Respectfully submitted,

Linda L. Burkhardt
Secretary

Valerie

Boylston Public Library
Board of Trustees
Minutes of Meeting - December 3, 1981

Members present: Joan Banks, Linda Barkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane and Valerie Steeple

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson

The minutes were accepted as read.

A balance of $3,800.25 was reported in the Treasury

Mary Silverberg, Librarian reported the following.

- Proposition 2½ has not had too much effect on the Library. We are now closed on Mondays, so circulation has dropped a little
- Mary Daley has left the Library. As a result, cataloging of books is behind. Mary Silverberg will be spending time in the Library after hours
- Employee evaluations have been completed

The attic renovation plans are awaiting a sketch from Mr Hemmerjan

Grant proposal - Valerie Stropli's daughter, Tina, has completed 3 years of architectural school. Valerie will check with her about preparation of preliminary specifications to present to the Board of Selectmen.

The next meeting is January 7, 1982.

Respectfully submitted,

Linda L. Burkhardt,
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - November 5, 1981

Members present: Joan Banks, Linda Burkhardt
~~Esther Duggan~~, Lynn Eastwood, Cynthia Lane
and Valerie Steeple

The meeting was called to order at 8:00pm by
Joan Banks, Chairperson.

The agenda was waived for Mr ~~Steeple~~
Demoorjian to address the Board. Mrs Banks
explained the reasons why the Library is
unable at this time to provide proper fire
protection for use of the attic and offered
the use of another area in the building
for his painting class. Mr Demoorjian indicat-
ed that he will miss the use of the room,
and indicated, also, that the room could
be utilized far more efficiently than
it is now.

The agenda was resumed when Mr Demoorjian left

A balance of $ 4,131.16 was reported in the
Treasury.

The minutes were accepted

It was decided to renew membership in the Massachusetts Library Trustees Association.

Mary Silverberg, Librarian reported the following:

a) Mr Duggan removed the sign from the front lawn and is having it repainted

b) Children's Book Review is scheduled for December 2, where parents may review new books for children

c) Work is progressing on employee evaluation forms, job descriptions and procedure manuals

d) The new children's books are on the shelves. Lists have been sent to the Boylston and Berlin Elementary Schools

The attic room was discussed again and possible uses for the room were suggested:

children's films craft space
book space
work space

The room is currently being used for storage

of historical documents and back issues of periodicals, as well as for general storage. This will be discussed with the Selectmen when we have accumulated some more specific ideas.

Mrs Lane had discussed the Grant proposal with Mr Demoorjian, who indicated that the project we have in mind was not within his expertise. Mr Ken Dare is too busy at present. She will attempt to contact Mr Sarno or someone else before our next meeting.

The next meeting will be held on Thursday December 3, 1981.

Respectfully submitted

Linda L. Burkhardt
Secretary

Boylston Public Library
Board of Trustees
Minutes of Meeting - November 5, 1981

Members present: Joan Banks, Linda Burkhardt ~~Barbara Duggan~~, Lynn Eastwood, Cynthia Lane and Valerie Steeple

The meeting was called to order at 8:00 pm by Joan Banks, Chairperson.

The agenda was waived for Mr ~~Stapler~~ Demoorjian to address the Board. Mrs Banks explained the reasons why the Library is unable at this time to provide proper fire protection for use of the attic and offered the use of another area in the building for his painting class. Mr Demoorjian indicated that he will miss the use of the room, and indicated, also, that the room could be utilized far more efficiently than it is now.

The agenda was resumed when Mr Demoorjian left

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children's films craft space
book space
work space

The room is currently being used for storage

of historical documents and back issues of periodicals as well as for general storage. This will be discussed with the Selectmen when we have accumulated some more specific ideas.

Mrs Lake had discussed the grant proposal with Mr Demoorjian, who indicated that the project we have in mind was not within his expertise. Mr Lex Dare is too busy at present. She will attempt to contact Mr Sarno or someone else before our next meeting.

The next meeting will be held on Thursday December 3, 1981.

Respectfully Submitted

Linda L. Burkhardt
Secretary

Boylston Public Library

Board of Trustees

Minutes of Meeting - October 1, 1981

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Cynthia Lane and Valerie Sterople, Lynn, Eastwood

The meeting was called to order at 8:00pm by Joan Banks, Chairperson.

The minutes were accepted with a change to indicate that the letter to Mr. Parker was not sent because of developements occuring after the September meeting.

Mary Silverberg, Librarian, reported the following items:

a) Adonation has been received from Timberlines, the newspaper from Timberbrook, talk

b) The Art Department at Tahanto Regional High School cannot repaint the sign in front of the Library. Further inquiries will be made.

c) Mr. Kimball has indicated that the fire detection equipment will cost approximately $1,100.00. The Library will be asked to pay a small portion of this amount, but exactly how much has not yet been determined.

The cost of a metal fire escape for the attic room has been estimated at $2,800.00, not including installation, by Stafford Iron. The spokesman for the company indicated that they have not done any installations of this type for at least 5 years. It was decided to ask for an appointment with the Selectmen to discuss the overall fire safety of the Library.

Preliminary steps were agreed upon to commence application for the grant:

1. Cynthia Lane will contact an architect to get a rough estimate for an addition to the building.
2. The Trustees will then go to the Selectmen to obtain their permission for formal estimates and drawings.
3. The Historical Commission will be contacted concerning restrictions.

Plans were made for an Open House to be held on October 18, 1981.

There has been a change in Library Staff. Cathy Kinker has been replaced by Myrtle Harris.

The next meeting will be held on Thursday November 5, 1981.

Respectfully submitted,

Linda Burkhardt

Linda Burkhardt, Secretary

Boylston Public Library

Board of Trustees

Minutes of Meeting - September 10, 1981

Members present: Joan Banks, Linda Burkhardt, Arthur Duggan, Lynn Eastwood, Cynthia Lane and Valerie Sterople.

The meeting was called to order at 8:00pm by Joan Banks, Chairperson.

The minutes were accepted as read.

A balance of $4,086.06 was reported in the Treasury.

Mary Silverberg, Librarian, reported the following items:

a) Carol Nozzolillo has been hired to conduct children's programs at Millbury Library and will continue her regular duties here, in addition.

b) We received $1,500.00 from the Regional Library over the summer for non-fiction books. The books purchased with these funds are now on the shelves.

c) There is a seminar being held on September 26 concerning automation of library record keeping.

d) The Library sign on the front lawn is badly in need of repair. Mr. Carlson had given Mary a price of $125.00 last year to repaint it. Mary will check with Tahanto and Boys' Trade officials to see if it is possible to have the job done at one of these schools for less money.

The Selectmen have forwarded a letter from Middlesex Insurance Company recommending installation of a fire detection system in the Library. When the inspector was here, he indicated to Mary the need for a fire escape also, but did not include this item in his letter. Since the art classes which are ususlly held in the attic room are not being held at this time because of the recommendation for a fire escape, a letter has been written to Donald Parker, Fire Chief, requesting specific recommendations for fire safety in the Library.

The proceedure concerning overdue books was discussed and re-approved without change.

There was a discussion concerning application for a grant from the Fuller Foundation in Worcester for funds for an addition to the Library and its maintenance. Cynthia Lane will work with Mary Silverberg to prepare some specific recommendations for our October meeting.

An Open House has been tentatively scheduled for October 18th.

The next meeting will be held on Thursday October 1st.

Respectfully submitted,

Linda Burkhardt

Linda Burkhardt, Secretary

Minutes of the Meeting

Library Board of Trustees -- May 7, 1981

Members Present: Arthur Duggan, Valerie Sterople, Linda Burkhardt, Lynn Eastwood

Members absent: Joan Banks

The meeting was called to order at 8:45 by Chairman, Art Duggan.

A balance of $3,828.20 was reported.

Three Library articles will be presented at Town Meeting.

Valerie Sterople reported her findings concerning the investment of interest from Trust Funds. Carolyn Hagberg, the Town Treasurer, said that investments would have to be in insured funds, but other than that, the investing would be up to the Board's discretion. A motion to use $1,000 to purchase a bank note or six-month certificate passed unanimously.

Members of the Board were asked to notify the Vice-chairman when they are going to be absent from a meeting. In this way members can be notified of a change in the event that there will be no quorum.

Mary Silverberg reported that Kathy Rinker has been hired as a substitute page to fill in when both other pages vacation at the same time.

Because of the Child Labor Laws, the hours of the pages, Debbie and Sherri Savoie have been changed. The law requires that children under the age of 16 work not more than three hours on a school day and not later than 6:00 p.m.

A letter of resignation from the Board from Claire Eaton was read.

The Board discussed the obscenity legislation being considered in the Massachusetts House and Senate.

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Lynn M. Eastwood

Lynn M. Eastwood
Secretary

MINUTES OF THE MEETING

LIBRARY BOARD OF TRUSTEES -- April 16, 1981

Members Present: Arthur Duggan, Joan Banks, Valerie Steropole, Lynn Eastwood

Members Absent: Claire Eaton, Nancy Kennedy

The Meeting of the Board of Trustees of the Boylston Public Library was called to order at 8:00 pm.

The minutes were accepted as read.

A balance of $4,376.88 was reported.

The motion was made and seconded to give Mary Silverberg the authority to spend up to $1500 from Trust Fund earnings on books for the remainder of the year. This motion passed unanimously.

Mary Silverberg and Valerie Steropole offered to discuss with the Town Counsel the possibility of investing the Trust Funds at higher yield.

Mary's Librarian's report followed. The Garden Club has donated $50.00 for the purchase of books about gardening. The Friends are phoning people hoping to increase their membership. The Senior Citizen Craft Program will be resumed. The participants will be asked to pay a small fee or to purchase their supplies.

The possibility of installing ceiling fans was again considered. Board members agree that having at least one fan in the balcony area would help to distribute heat in winter and circulate air in the summer. However, there is no money in the budget for this at the present time.

Employee evaluations were discussed. Mary reported that the Regional administrator made suggestions for changes in the proposed form. The form should be considered as a legal safeguard as well as an informative document. Mary presented a revised draft incorporating these suggestions. The staff has reviewed the revised draft and expressed approval. Members of the Board suggested that this form be used by the Librarian and staff member and not be seen by Trustees unless there is a problem. It was moved to accept the revised draft with change of wording for clarity from "your" to "Head Librarian". There will be a Trustee review only on the request of the Head Librarian, Board of Trustees, or the employee. There should be a three month review if the rating is less than competent. At this time, if there is no improvement in the rating, the Librarian can either require another three month review or dismiss the employee. The employee may request a review by the Board of Trustees at any time. This motion passed unanimously.

The meeting was adjourned.

Respectfully submitted,

Lynn Eastwood

Lynn Eastwood

Secretary

THE BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

Minutes of the meeting of March 5, 1981

Members Present: Arthur Duggan, Nancy Kennedy, Joan Banks, Valerie Steropole
Lynn Eastwood
Members Absent: Claire Eaton

The meeting was called to order at 8;00 p.m.

The minutes were approved as read.

A balance of $5,527.30 was reported. It was voted that the treasurer look into the possibilities of investing interest from the Trust Fund at higher yield.

The Librarian's Report followed. Mary Silverberg reported that the old typewriters had been given to the Fire Department. A puppet show about handicapped people sponsored by the Library was attended by about seventy five people. Mary will check with the Fire Chief to see if large attendance in the Library is in violation of fire codes. The Friends of the Library are having poor attendance at meetings. Since space is at a minimum for shelving, the fiction collection has been split.

The evaluation and job description forms were then discussed. Mary has submitted drafts for which she has used the suggestions of staff members. Board members were in agreement that use of these job descriptions would be advisable. The motion to change the title of Senior Clerk to Adult Serivces Librarian passed unanimously. It was suggested that the evaluation form be preceded by a letter stating that this form does not provide the total evaluation . Mary indicated that the comment section would be a narrative summary of the objective part of the form. The motion to accept the forms as Mary has drafted them passed unanimously.

The roof has developped some small leaks. They should be handled by the Selectmen's budget because the Selectmen are responsible for the outside of the building. Mr. Kimball of the Public Works Department is taking care of the leaks.

The meeting was adjourned at 9:30.

Respectfully Submitted,

Lynn Eastwood

Lynn Eastwood
Secretary

MINUTES OF THE BOARD OF TRUSTEES
OF THE
BOYLSTON PUBLIC LIBRARY
February 5, 1081

Members Present: Arthur Duggan, Joan Banks, Nancy Kennedy, Claire Eaton, Valerie Steropole, Lynn Eastwood

Members Absent: ---

The meeting was called to order at 8:00 p.m. by Chairman, Arthur Duggan.
The minutes of the meeting of January 8 were read and approved.
Nan Kennedy agreed to type up articles for the Town Warrant.
Claire Eaton, Treasurer, reported a balance of $5,132.38.
The Librarian's report followed. Mary Silverberg said that since fuel has gone up 8¢ per gallon in the last month, she hopes that we can stay within our budget for heating costs.
Minutes of the January 22nd special meeting of the Library Trustees were approved as read.
The meeting with the Finance Committee concerning next year's budget was discussed.
The draft of Goals and Objectives for the library was considered next. Art suggested that a ramp for access by the handicapped should be constructed. However, other members thought that Goals and Objectives should not contain specific items. It was voted to accept the Goals and Objectives as written in the draft.
Mary was requested to develop an evaluation form that could be shown to applicants for library positions. Members of the Board thought that employees of the Library should be evaluated each year and should have the opportunity to see this evaluation and respond to it.
A letter from Charlotte Shumway, Librarian of the Boylston Elementary School, requesting the loan of 50 books for 6th graders was discussed. A motion was passed to leave this matter up to Mary's discretion.
The meeting was adjourned at 9:00.

Respectfully submitted,

Lynn Eastwood
Lynn Eastwood
Secretary

MINUTES OF THE BOARD OF TRUSTEES
OF THE
BOYLSTON PUBLIC LIBRARY
February 5, 1081

Members Present: Arthur Duggan, Joan Banks, Nancy Kennedy, Claire Eaton, Valerie Steropole, Lynn Eastwood

Members Absent: ---

The meeting was called to order at 8:00 p.m. by Chairman, Arthur Duggan.
The minutes of the meeting of January 8 were read and approved.
Nan Kennedy agreed to type up articles for the Town Warrant.
Claire Eaton, Treasurer, reported a balance of $5,132.38.
The Librarian's report followed. Mary Silverberg said that since fuel has gone up 8¢ per gallon in the last month, she hopes that we can stay within our budget for heating costs.
Minutes of the January 22nd special meeting of the Library Trustees were approved as read.
The meeting with the Finance Committee concerning next year's budget was discussed.
The draft of Goals and Objectives for the library was considered next. Art suggested that a ramp for access by the handicapped should be constructed. However, other members thought that Goals and Objectives should not contain specific items. It was voted to accept the Goals and Objectives as written in the draft.
Mary was requested to develop an evaluation form that could be shown to applicants for library positions. Members of the Board thought that employees of the Library should be evaluated each year and should have the opportunity to see this evaluation and respond to it.
A letter from Charlotte Shumway, Librarian of the Boylston Elementary School, requesting the loan of 50 books for 6th graders was discussed. A motion was passed to leave this matter up to Mary's discretion.
The meeting was adjourned at 9:00.

Respectfully submitted,

Lynn Eastwood
Lynn Eastwood
Secretary

Minutes

Special Meeting of the Library Board of Trustees
January 22, 1981

Members Present: Arthur Duggan, Nancy Kennedy, Joan Banks, Lynn Eastwood

Members Absent: Valerie Steropole, Claire Eaton

The meeting was called to order at 7:30 by Chairman, Arthur Duggan.

A discussion of next year's budget followed. It was announced that the Library will be receiving $1663 from the Commonwealth of Massachusetts this year because we have complied with their standards.

It was agreed that the level budget as presented by Librarian, Mary Silverberg is acceptable to the Board.

The board expressed dissatisfaction with the fifteen percent reduction budget, but members agreed that the budget drawn up by Mary is the best possible given that amount of money.

The board expressed their thanks to the library personnel for thier willingness to work without adequate raise in pay next year.

The meeting was adjourned.

Respectfully submitted,

Lynn Eastwood

Lynn Eastwood
Secretary

Minutes of the Board of Library Trustees
January 8, 1981

Members Present: Art Duggan, Claire Eaton, Nan Kennedy, Joan Banks, Lynn Eastwood

Members Absent: Valerie Steropole

The meeting was called to order by Chairman, Arthur Duggan. The minutes of the previous meeting were approved as read.

Claire Eaton reported a current balance of $5,132.38 in the treasury.

The Annual Report of the Librarian was distributed to Board members.

The problem of how to dispose of the used typewriters was discussed. It was decided to give the typewriters to the Selectmen to handle.

After a brief discussion about the usefulness of a Librarian's Annual Report, it was decided to table further discussion until a future meeting.

Articles for the town Warrant are due February 23rd.

There is to be a meeting of the Board of Library Trustees with the Finance Committee on January 29th at 7:45 in the Selectmen's Office in the Municiple Building.

Possible capital expenditures for the next five years would be remodeling the attic, installing ceiling fans, and back room renovation.

A discussion of the budget followed. The Board was in agreement that a professional librarian is needed. No agreement was reached on the 15% reduction budget, so it was decided to mail the Finance Committee a copy of the level budget only and discuss the 15% reduction at the next meeting of the Board of Library Trustees on January 22, at 7:30 p.m.

The meeting was adjourned.

Respectfully Submitted,

Lynn Eastwood

Lynn Eastwood
Secretary

6/12/02

FY 2003 ARIS WORKSHOP

AGENDA

9:00 Registration & Coffee

9:30 Welcome and Introduction

9:40 What's New on the ARIS form

10:00 Review of the ARIS Form - line by line

11:00 BREAK (10 Minutes)

11:10 Web Data Collection - Update

11:25 Mass Data Trends & Reports

11:40 - 12:00 Wrap-up and Evaluation

Minutes of the Meeting

of the Board of Trustees of the Public Library

December 4, 1980

Members Present: Art Duggan, Joan Banks, Valerie Steropole
Lynn Eastwood

Members Absent: Claire Eaton, Nancy Kennedy

The meeting of the Board of Trustees of the Public Library was called to order at 8:00 p.m. on December 4, 1980, by Vice Chairman, Joan Banks.

Art Duggan was elected Chairman.

The minutes of the October 3rd meeting were approved.

The Treasurer's report was read. It shows a current balance of $5,688.89.

Bills were signed.

The Librarian, Mary Silverberg reported that library use on weekends has increased. She also informed the Board that she will be looking for a new position soon. She had planned to be at the Boylston Library for about two years, and has been here now for about one and one-half years. The Board expressed regret at her decision to leave.

Goals and objectives were next discussed. Board members expressed general agreement with the items stated in Current Library Services, but wanted the inclusion of (1) increased cooperation between school and public libraries, (2) the addition of a community room, (3) improved salaries for library employees, and (4) the need for a professional librarian. The Secretary was asked to write up a statement of current goals and objectives taking these items into account.

It was moved and seconded to authorize Mary to spend about $950 to purchase shelving for the large print area, an atlas case, a book truck, and a record player. This motion passed.

The Trustees gave approval for Mary's FY82 budget recommendations. (see attached page)

Because the first Thursday in January is a holiday, the next regular meeting of the Board of Trustees will be held on January 8, 1981.

The meeting was adjourned at 9:25.

Respectfully Submitted,

Lynn Eastwood
Secretary

Minutes of the Meeting

of the Board of Trustees of the Public Library

December 4, 1980

Members Present: Art Duggan, Joan Banks, Valerie Steropole
Lynn Eastwood

Members Absent: Claire Eaton, Nancy Kennedy

The meeting of the Board of Trustees of the Public Library was called to order at 8:00 p.m. on December 4, 1980, by Vice Chairman, Joan Banks.

Art Duggan was elected Chairman.

The minutes of the October 3rd meeting were approved.

The Treasurer's report was read. It shows a current balance of $5,688.89.

Bills were signed.

The Librarian, Mary Silverberg reported that library use on weekends has increased. She also informed the Board that she will be looking for a new position soon. She had planned to be at the Boylston Library for about two years, and has been here now for about one and one-half years. The Board expressed regret at her decision to leave.

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The Trustees gave approval for Mary's FY82 budget recommendations. (see attached page)

Because the first Thursday in January is a holiday, the next regular meeting of the Board of Trustees will be held on January 8, 1981.

The meeting was adjourned at 9:25.

Respectfully Submitted,

Lynn Eastwood
Secretary

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF THE PUBLIC LIBRARY

October 3, 1980

Members Present: Joan Banks, Nancy Kennedy, Claire Eaton, Valerie Steropole, Lynn Eastwood

The meeting of the Board of Trustees of the Public Library was called to order at 8:00 p.m. on October 3, 1980 by Vice-chairman, Joan Banks.

The minutes of the last regular meeting (9/4/80) and special meeting (9/18/80) were read and approved.

Claire Eaton stated that there is a current balance of $4,915.82 in the treasury.

Mary Silverberg reported that the books in the attic have been sold. Most were purchased by Mr. Visbeck, and the remaining were sold to Mr. Levitski.

All children's events for the centennial celebration are to be held as planned. However, a conflict with Homecoming at Tahanto was discovered, so the response may not be as good as was expected. The road race and sculpture contest were cancelled because of lack of interest.

Discussion followed of the book withdrawal policy distributed to members at the last meeting. Nan stated that it was idealistic to hope to have the money from the sale of books returned to the library. Claire moved that the policy be accepted as stated, and this motion passed.

A debate about the merits of Proposition 2 1/2 followed. There was much conjecture about how passage of this proposition would affect the library. Since there has been little information concerning this proposition made available to the public, members decided that it would be advantageous to have speakers come to Boylston to discuss both sides of this issue. The Secretary was instructed to write a letter to the Selectmen asking them to sponsor such a meeting.

The members decided that a general statement of goals and objectives is needed. Mary will draw up a statement of what the library is doing now to present at the next meeting.

The meeting was adjourned at 9:25.

Respectfully Submitted,

Lynn M. Eastwood

Lynn M. Eastwood
Secretary

Long range goals and objectives were discussed. Art suggested that Mary compile a list of her idea of goals and objectives for the next few years. At the next meeting the trustees will try to set up priorities from this list. This would be helpful in developing a budget. At the next meeting the board will try to formulate a philosophical approach. The board will try to agree on general goals from which specific solutions could be drawn.

The meeting was adjourned at 9:30.

Respectfully submitted,

Lynn M. Eastwood
Secretary

THE BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES

MINUTES OF THE MEETING OF SEPTEMBER 4, 1980

Members Present: Art Duggan, Joan Banks, Nancy Kennedy, Valerie Steropole, Lynn Eastwood
Members Absent: Claire Eaton

The meeting of the Boylston Public Library Board of Trustees was called to order at 8:00 p.m. on September 4, 1980 by Chairman, Art Duggan.

Bills were signed. Mary Silverberg, Librarian, was authorized to pay Lamotte for a furnace service call and for a furnace cleaning.

There was no Treasurer's report due to the absence of Claire Eaton, Treasurer.

Members were notified of a special town meeting on September 9.

Discussion of a fire detection system followed. The Selectmen had asked the library to obtain bids for a heat or smoke detection system in order to reduce insurance costs. The only bid received by Mary for such a system was from Alpha Tronics for $1987.50. The board agreed that more specific information was needed form the Selectmen before acting any further on this issue. It was voted to send the proposal of Alpha Tronics to the Selectmen along with a letter asking for more direction.

The Librarian's report followed. Mary stated that circulation has been increased by 25% since the addition of hours on Friday and Saturday. Roberta Cory resigned during the summer and Carol Rozzolillo has been hired as Children's Librarian. A vote approved the hiring of Sherrie Savoie as part-time page and Mary Hafey as part-time help. The Secretary was asked to write a letter of thanks to Roberta for her years of service to the library.

A discussion followed concerning the sale of old books in the attic. When Mary was asked for an estimate of their value, she said she would guess their worth to be about $3,000 but was not sure. The board agreed that the space in the room should be freed for other use such as by the art class. Art Duggan suggested formulating a general policy about the disposal of unnecessary library books. The board voted unanimously to empower Mary to sell the books in the attic to Mr. Visbeck and deduct has commission for evaluating them from the price of the books. Nan Kennedy will discuss this issue with the Selectmen to see if the board has the authority to make such a sale.

It was announced that the library centennial celebration will be on October 4th from 10:00 a.m. to 4:00 p.m. The committee for the celebration consists of Joan Banks, Linda Norwick, Claire Eaton, and Mary Silverberg. Invitations for a reception are to be sent to former employees and former trustees of the library.

It was voted that Mary should spend the money necessary to buy a vacuum cleaner.

Mary distributed material about confidentiality policy. This policy will be discussed at the next meeting of the board.

The board agreeddthat policy should be developed and written down as individual issues are decided in order to prevent wasted time in repeating essentially the same decisions.

Long range goals and objectives were discussed. Art suggested that Mary compile a list of her idea of goals and objectives for the next few years. At the next meeting the trustees will try to set up priorities from this list. This would be helpful in developing a budget. At the next meeting the board will try to formulate a philosophical approach. The board will try to agree on general goals from which specific solutions could be drawn.

The meeting was adjourned at 9:30.

Respectfully Ssubmitted,

Lynn M. Eastwood
Secretary

Minutes of the Board of Trustees Meeting -- June 5, 1980

Members present: Nancy Kennedy, Claire Eaton, Joan Banks, Valerie Steropole, Lynn Eastwood

Members absent: Art Duggan

The Trustees meeting was called to order at 8:00 p.m. on June 5, 1980 at the Boylston Public Library by chairman Nancy Kennedy.

Bills were signed.

Members were notified of a special town meeting on July 14, 1980.

Claire Eaton reported a balance on hand of $5,645.08.

Mary Silverberg reported that there will be publicity on the new hours.

The following officers were elected:

Arthur Duggan -- Chairman

Joan Banks -- Vice-Chairman

Lynn Eastwood -- Secretary

Claire Eaton -- Treasurer

Discussion of new hours followed. Paula Peterson and Roberta Cory have chang their minds and are unwilling to work on weekends. It was suggested that Mary try to hire someone part-time at about $3.50 an hour.

The new library hours will be 2:00 - 7:00 on Fridays and 10:00 - 2:00 Saturdays.

The board gave approval to Mary to spend money for typewriters and a vacuum cleaner.

Respectfully submitted,

Lynn M. Eastwood

Lynn M. Eastwood
Secretary

TOWN OF BOYLSTON

MEETING MINUTES

Date April 3, 1980

Boylston Public Library Bd. of Trustees

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Sharon Davis, Claire Eaton, Joan Bankd, Arthur Duggan and Linda Morwick.

Members Absent.

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held a meeting on April 3, 1980 at 8 P.M. in the Boylston Public Library.

The meeting was opened by the Chairman, Nancy Kennedy. The minutes of the previous meeting held on 3/6/80 were read and accepted with the following corrections:

First page - in reference to the $1500.00 - this amount is the amount the Bd. gives to the Librarian to use for the purchase of books, not what is required by law.

2nd page add Joan Bank's name to the 100th Anniversary Committee.

Sharon Davis stated that she had met Dick Burke (designer of the heating system) and reported he had the following comments:

1 - the set back system was the responsibility of the Town. When the time changes the Town is responsible for re-setting the clock.

2 - The installer of the thermostats lives in N.H. and is a sub-contractor for the installer of the heating system - it is very hard to get in touch with him.

3 - He (Mr. Burke) thinks the system is mal-functioning and will come out to look at it.

4 - the thermostats are the best you can get for commercial systems.

5 - the reason the downstairs is cold and upstairs is warm is that the heating was in the ceiling. He suggested a fan to circulate the air.

Mary stated that the system is working better. And after reading the specs she received from Helen Duffy, she stated that we have free service for 1 year. She will keep the Board advised of the progress she makes with Lamotte.

Mary advised that the Alarm System was working again. The battery was changed.

Sharon Davis suggested that Mary request that the Automatic Set Back System be replaced. And Claire Eaton suggested that Mary and Paula learn how to set back the clock.

Claire Eaton submitted the Treasurer's Report. Balance on hand is $5,438.12.

The Library was notified that we received our Grant -In-Aid.

Mary stated that she received correspondence from the Regional Library to support the State Aid for Libraries Bill #H5979 by writing to the Governor. Without this aid, we would loose the bookmobile as well as other aid.

The Children's Librarian submitted her report. (see attached).

The Librarian, Mary Silverberg, submitted her report. Inter-Library Loan is way up. Periodicals are also greatly increased.

The Payroll will be ready to sign on 4/23/80.

Mary reported that she met with Claire, Linda and Joan to discuss the 100th Anniversary Celebration of the Library. It was decided to have the children march in the Memorial Day Parade under a Library Banner in a doll carriage and bike unit. Ribbons will be given to all participants. The Open House and other activities will be held in the Fall.

Mary reported that she had seen the shelving at Refco and thought they would work for the Library. Steve feels that he can combine shelves and cabinets and still have room for the art class.

Volunteer time in the Library last week totaled 26½ hours.

The Board asked Mary to submit a report at the next meeting outlining what funds she will need for the Library's celebration.

Mary reported that she was working with Berlin for a Grant for Improving Information Searching Skills. Mary will report more on this as she progresses.

The meeting adjourned at 9:10 PM.

Respectfully submitted,

Linda Morwick, Secretary

TOWN OF BOYLSTON

MEETING MINUTES

Date April 3, 1980

Boylston Public Library Bd. of Trustees

Regular X | Special | Executive

Members Present:

Nancy Kennedy, Sharon Davis, Claire Eaton, Joan Bankd, Arthur Duggan and Linda Morwick.

Members Absent.

Was Absence Due To Illness? Yes No

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Mary reported that she was working with Berlin for a Grant for Improving Information Searching Skills. Mary will report more on this as she progresses.

The meeting adjourned at 9:10 PM.

Respectfully submitted,

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - MARCH 6, 1980

AGENDA

Call to order

Meeting Minutes

Treasurer's Report

Communications/Correspondence

Librarian's Report

Old Business

New Business

100 Anniversary of the Library

Revise By-Laws and Policies

TOWN OF BOYLSTON

MEETING MINUTES

Date March 6, 1980

Regular	Special	Executive
X		

Members Present: Nancy Kennedy, Claire Eaton
Joan Banks, Art Duggan and Linda Morwick

Members Absent
Sharon Davis

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held their regular meeting on Thursday, March 6, 1980 at 8 PM in the Boylston Public Library. The meeting was called to order by the chairman, Nancy Kennedy. The minutes of the previous meeting held on 2/7/80 were read and unanimously accepted as read. The Childrens Librarian's report was read and accepted. Copy of report is attached.

Claire Eaton, Treasurer, gave the Treasurer's Report. Balance as of 2/29/80 is $4,809.83.

The Board unanimously voted to appoint Nancy Kennedy to The Arts Council.

Claire Eaton made a motion to give $500.00 to the Librarian to purchase reference books from money in the treasury. This amount is above the $1500.00 required by law. Motion was seconded. Art Duggan asked Mary where we needed the reference books and in what catagories. Mary stated the library needed new science reference books, Childrens Reference books needed updating, new subject for Books in Print and Encyclopedia. The Board unanimously voted to give the $500.00 to purchase reference books.

Mary Silverberg gave the Librarian's Report. She stated that the Library was very busy in the reference department since many student were doing term papers. The non-fiction circulation is up and the inter-library loan has doubled since last month. Mary informed the Board that the volunteers started last week. They are filing, reading shelves, etc.

Art Duggan requested that the Board send a letter of appreciation to Carolyn Cass for all her help with the Friends. The Board agreed. The Secretary was directed to write the letter.

OLD BUSINESS

The Heating System has been having problems with the Auto Set Back Clock. The temperature is supposed to turn down when the building is not in use. However, this is not working accurately. After some discussion it was agreed that no action would be taken until Mary meets with the repairman on Tuesday 3/12/80. If the problem is not resolved, Art Duggan will contact the installers of the Heating System.

Mary informed the Board if the 100th Anniversary celebration of the Library was held on May 30th, she would not be here since she will be on vacation. The Board decided to see if the Town was holding Colonial Sunday this year before setting another date. Plans for the celebration will be coordinated with Mary, the Friends and the Board asked Claire and Linda to help work on this project. Mary also wants to involve the senior citizens.

Mary told the Board that they should be considering a way to preserve some of the valuable material in the Library. Mary will send out book lists to appraisers to determine just what is of value.

Nancy suggested an open house type of evening in the Fall for past Librarians and Trustees, and all those who worked for the Library.
Nancy stated that she saw Steve Demoorjian and he sent her to look at the shelving he did for Refco. Nan thought that this idea was just what we needed in the attic and requested Mary to go look at them.

Mary informed the Board that with the New Bus rules the Morningdale children can not get to the library on the school buses anymore. Roberta was able to get some mothers to car pool this week, but there were no plans for future car pools.

The payroll will be ready to be signed on 3/19/80.

The Board unanimoulsy accepted the revised by-laws as presented by Mary Silverberg with the acception of the correction on the first page-"hours of Children's Rm on Thursday 2-6 and striking out the words "during the 1PM news" in the third paragraph". The revision goes into effect one month from today.

The meeting adjourned at 9:45PM.

Respectfully submitted,

Linda Maserick

Report of the Childrens Librarian
February, 1980

During the month of February all the programs got off to a good start. With the smaller groups we have been able to accomplish more things.

The next session of programs will be the same as this one to give more children a chance.

We did have several absences due to illness, and we lost a few to the School Art Program.

The change in Bus Policy shook us up a bit. It is sad that the only children who cannot get to the Library on the bus are the children from Morningdale.

We finally arranged transportation for the next two weeks. I have no idea how this will affect the next registration which will be on March 25.

We have been fortunate in having a good group of volunteers who come in to help. This makes it possible for Paula and Debbie to go about their own work and not be called upon to help.

There has been an increase in the number of students coming in for research. There are also a number of mothers who bring their children in to play. It was a very busy month and March seems to be following the same pattern.

Roberta

TOWN OF BOYLSTON

MEETING MINUTES

Date March 6, 1980

Regular	Special	Executive
X		

Members Present: Nancy Kennedy, Claire Eaton
Joan Banks, Art Duggan and Linda Morwick

Members Absent:
Sharon Davis

Was Absence Due To Illness? Yes No

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The payroll will be ready to be signed on 3/19/80.

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The meeting adjourned at 9:45PM.

Respectfully submitted,

Linda Markwick

TOWN OF BOYLSTON

MEETING MINUTES

Date February 7, 1980

Regular Special Executive

Members Present: Nancy Kennedy, Sharon Davis, Arthur Duggan, Joan Banks, and the Librarian, Mary Silverbe

Members Absent: Claire Eaton and Linda Morwick

Was Absence Due To Illness? Yes No

The Boylston Public Library Trustees held a meeting on February 7th 1980 at 8:20 P.M. in the Boylston Public Library.

The Minutes of the previous Meeting, held on January 3, 1980, were read and accepted. Due to the illness and absence of Claire Eaton, Treasurer, no Treasurer's Report was given. Claire informed Nancy that she would call in the report. Mary would check the balance in the account before ordering any books.

Nancy read a letter from the Board of Selectmen asking for a representative from the Library Board to serve on the Boylston Arts Council. The name of this person should be submitted to the Selectmen by March 3rd. The details of this were too vague, so Nan will call the Selectmen's Office for more information.

A Thank You note from Claire Eaton was read, for the china cup, and the tea roses.

Mary Silverberg estimates that the dry wall in the attic would cost $2,400.00 (estimate from Faucher Bros. in Paxton, Mass.) She will check with Robert Pelkey, Town Accountant, to see if we have enough money.

Art suggested that we approach Steve Demoorgian, and get his ideas as to what he might like done to the Library attic. (Get Mary's ideas on shelving). Sharon suggested that perhaps some Tahanto students could help with this project..The Board thanked Art for his time and work in the attic.

Other Business
Roberta Cory submitted a written Children's Librarian Report.

Art wants it down in writing how impressed he is with the warmth of all the Boylston Public Librarians. The Board agreed fully.

Mary informed the Board that Mr. Peterson would paint the children's room on February 9, 1980

Several suggestions were discussed concerning the upcoming 100th Anniversary of the start of the Library as an institution. The Board agreed it should be done up well !! The celebration would last for one week. The Board felt that we should set up a Committee (including members from the Friends) to work on the planning.

Mary informed the Board of a problem with the heating system in the children's room. The Board agreed to get the problem cleared up before the Warranty runs out. Sharon suggested that any correspondence between Mary and the Heating Co. be dated, and documented , a copy being sent to the Company also.

Mary informed the Board that the Friends are forming a volunteer system to assist at the Library.

Mary informed the Board of a minor change in the budget:
Pages salary at $2,700.00, rather than $2,800.00.

Mary also stated that she was worried about the rising cost of fuel. The Board agreed to ask for $4,200.00 for fuel (Budget-$2,800 plus $1,400.00).

Mary informed the Board that some of the rocks from the old rock collection were thrown out by mistake. (Nothing of value was in this collection).

New Business
Sharon informed the Board of a program sponsored by the Junior League of Worcester-(Volunteer Career Development for Youth) ages 15-17. It would include 5-2 hour sessions (day or evening) $2.50 per person with a minimum of 10 people. The Board felt that this program would be worth looking into, and Mary agreed.

The payroll was to be signed on February 20, 1980.

The Meeting was adjourned at 9:55 P.M.

Respectfully submitted,
Joan A. Banks
Joan Banks, Secretary/pro temp.

Boylston Public Library Board of Trustees

Agenda - 1/3/80

Call to Order

**

Signing of Bills

Minutes

Correspondence and Communications

Treasurer's Report

Librarian's Report

Old Business

Attic Report
Revised Budget

New Business

** Eric Tobieson to request a right of way across Library Property. Mr. Tobieson was told his appointment would be at 8PM after Call to Order.

TOWN OF BOYLSTON

MEETING MINUTES

Boylston Public Library
Board of Trustees

Date January 3, 1980

Regular | Special | Executive

X

Members Present:

Sharon Davis, Joan Banks, Arthur Duggan and Linda Morwick

Members Absent:
Nancy Kennedy and Claire Eaton - personal absences

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held a meeting on 1/3/80 in the Boylston Public Library at 8PM.

The meeting was opened by the Vice Chairman, Sharon Davis.

Tom Pondrick, Gary Erickson and Eric Tobieson met with the Trustees to request a Right of Way across library property off Linden Street. They explained that they were considering two Federal Programs:

Logging
Tree Farming

After some discussion, the Trustees requested that the gentlemen put their request in writing. Upon receipt of the written request the Trustees will seek legal counsel. Art Duggan suggested that they have their land surveyed before going further with their plans.

The minutes of the previous meeting held on 12/6 were read. The Trustees voted to hold voting approval of minutes until the next meeting so that Mary Silverberg can submit a written report of her reasons for requesting additional Library hours. This report will be included in the minutes of the 12/6 meeting.

In reference to work needed to be done in the attic, it was voted to complete the work with volunteers. This decision was made after Mary explained the difficult time she has been having trying to get someone to look at the attic. Art Duggan will contact the Friends for volunteer help.

Due to the absence of the Treasurer, Claire Eaton, there was no Treasurer's Report

The Children's Librarian submitted a written report. (See attached)

Mary Silverberg informed the Board that Joan Bank's MLA membership card had been mailed to the Library. Card was given to Joan.

Mary also reported that State Aid had been granted but that she did not have the exact amount.

The Survey of the Morningdale area was completed and the results are as follows:

78 calls completed
55% use the Library
26% scheduled hours are inconvenient
53% wanted weekend hours.
Location of Library was not a problem.

Mary submitted a Capital Expenditure Budget. (Refer to your copy) One item on this budget was not complete - electrical. Waiting for an estimate on this item. Art Duggan suggested that any electric work needed to be done in the attic should be completed before the work scheduled to be done is completed.

The Trustees reviewed the budget update. The following changes were made:

Trustees requested the fuel allotment be rechecked
Telephone to be changed to $450.00 (same as last year)
Round off supplies to $2000.00 and Travel/Training to $400.00.

Roberta Cory and Paula Peterson agreed to work alternate Saturdays if the budget is approved.

Mary commented that Mr. Kimball has been very co-operative and helpful with maintenance problems at the Library. The Board agreed to draft a letter to Mr. Kimball, thanking him for his help.

Mary briefly showed the Trustees the type of transparencies she would like to use at the budget hearing.

Sharon read her draft of the Annual Report and the Trustees agreed she had covered all related areas.

The meeting ajourned at 9:30PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

TOWN OF BOYLSTON

MEETING MINUTES

Boylston Public Library
Board of Trustees

Date January 3, 1980

Regular	Special	Executive
X		

Members Present:

Sharon Davis, Joan Banks, Arthur Duggan and Linda Morwick

Members Absent:
Nancy Kennedy and Claire Eaton - personal absences

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held a meeting on 1/3/80 in the Boylston Public Library at 8PM.

The meeting was opened by the Vice Chairman, Sharon Davis.

Tom Pondrick, Gary Erickson and Eric Tobieson met with the Trustees to request a Right of Way across library property off Linden Street. They explained that they were considering two Federal Programs:

Logging
Tree Farming

After some discussion, the Trustees requested that the gentlemen put their request in writing. Upon receipt of the written request the Trustees will seek legal counsel. Art Duggan suggested that they have their land surveyed before going further with their plans.

The minutes of the previous meeting held on 12/6 were read. The Trustees voted to hold voting approval of minutes until the next meeting so that Mary Silverberg can submit a written report of her reasons for requesting additional Library hours. This report will be included in the minutes of the 12/6 meeting.

In reference to work needed to be done in the attic, it was voted to complete the work with volunteers. This decision was made after Mary explained the difficult time she has been having trying to get someone to look at the attic. Art Duggan will contact the Friends for volunteer help.

Due to the absence of the Treasurer, Claire Eaton, there was no Treasurer's Report

The Children's Librarian submitted a written report. (See attached)

Mary Silverberg informed the Board that Joan Bank's MLA membership card had been mailed to the Library. Card was given to Joan.

Mary also reported that State Aid had been granted but that she did not have the exact amount.

The Survey of the Morningdale area was completed and the results are as follows:

78 calls completed
55% use the Library
26% scheduled hours are inconvenient
53% wanted weekend hours.
Location of Library was not a problem.

Mary submitted a Capital Expenditure Budget. (Refer to your copy) One item on this budget was not complete - electrical. Waiting for an estimate on this item. Art Duggan suggested that any electrical work needed to be done in the attic should be completed before the work scheduled to be done is completed.

The Trustees reviewed the budget update. The following changes were made:

Trustees requested the fuel allotment be rechecked
Telephone to be changed to $450.00 (same as last year)
Round off supplies to $2000.00 and Travel/Training to $400.00.

Roberta Cory and Paula Peterson agreed to work alternate Saturdays if the budget is approved.

Mary commented that Mr. Kimball has been very co-operative and helpful with maintenance problems at the Library. The Board agreed to draft a letter to Mr. Kimball, thanking him for his help.

Mary briefly showed the Trustees the type of transparencies she would like to use at the budget hearing.

Sharon read her draft of the Annual Report and the Trustees agreed she had covered all related areas.

The meeting ajourned at 9:30PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

MYSTERY
DINNER THEATER

SaturdayApril 26, 2003

THE MILLIONAIRE MURDERS

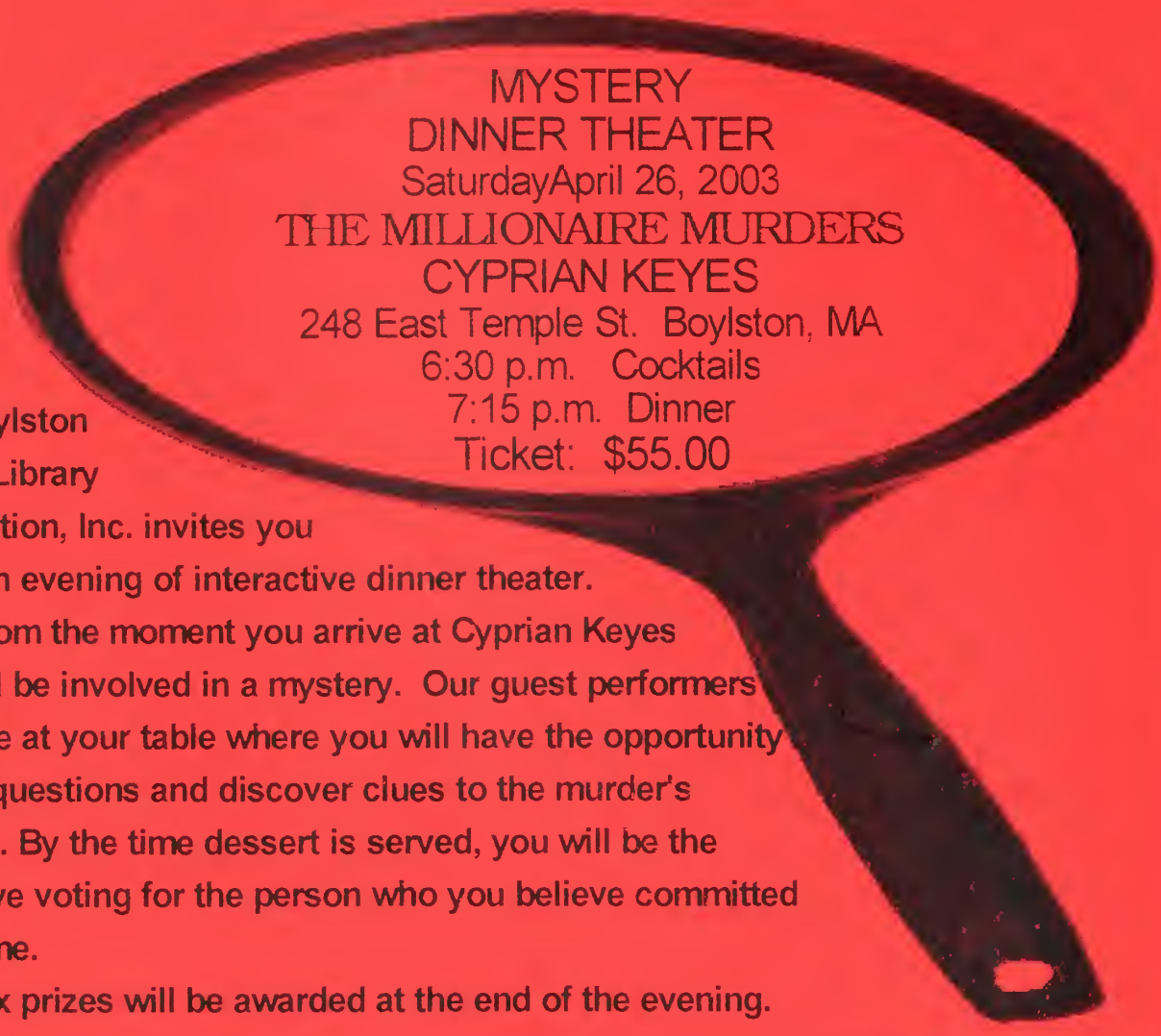
CYPRIAN KEYES

248 East Temple St. Boylston, MA

6:30 p.m. Cocktails

7:15 p.m. Dinner

Ticket: $55.00



The Boylston Public Library Foundation, Inc. invites you to a fun evening of interactive dinner theater.

From the moment you arrive at Cyprian Keyes you will be involved in a mystery. Our guest performers will dine at your table where you will have the opportunity to ask questions and discover clues to the murder's identity. By the time dessert is served, you will be the detective voting for the person who you believe committed the crime.

Six prizes will be awarded at the end of the evening.

The Library Foundation will have several silent auction items available for bids at Cyprian Keyes.

For questions call 508-869-2143.

___Yes I/we would like to attend ___ No. I cannot attend, but enclosed is my gift for_____

Name_____

Address_____

City_____State_____Zip_____

E-mail_____Amount_____

___My check payable to Boylston Public Library Foundation, Inc.
___Please charge my MasterCard / Visa

Charge Account Number_____ Exp. Date_____

Authorized Signature_____

Mail to Boylston Public Library Foundation, Inc. P O Box 102 Boylston, MA 01505
Tickets will not be issued Guest lists will be at the Cyprian Keyes entrance
RSVP by April 12, 2003

TOWN OF BOYLSTON

MEETING MINUTES

Date December 6, 1979

Boylston Public Library Board of Trustees

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Sharon Davis, Joan Banks, Claire Eaton, Art Duggan and Linda Morwick

Members Absent:

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held a meeting on 12/6/79 at 8P.M. in the Boylston Public Library.

The minutes of the previous meeting held on 11/1/79 were read and accepted with the following corrections:

1. Family membership (not couple) to the Friends is $3.00
2. last paragraph, page 1. the circulation figures were not really a decrease because it was felt that we were not getting true circulation figures with the old renewal system.

Claire Eaton gave the Treasurer's report. Balance as of 12/6/79 is $4,716.65.

Claire stated that she had Ralph Wagner run the Library's fuel estimate for the following year through the computer and he felt that the amount of $2,162.25 was adequate for the Library.

Claire requested that the budget be discussed first instead of following the order of the agenda.

The Board agreed to discuss the second budget recommended by Mary Silverberg. Mary was asked to state her reasons for increasing the hours of the Library. Attached is a written report prepared by Mary outlining her reasons for requesting Library hours increased. (See Attached)

Sharon Davis stated we should make a presentation to the Finance Committee using the overhead projector. And we should encourage those patrons who support the Library and it's programs to be present when the budget is presented to the Finance Committee. Mary will assist in the presentation.

Claire Eaton stated that she was not convinced that the Town will support this increased budget.

Art Duggan agreed with Sharon that we must document our justification of the budget before going before the Finance Committee.

After further discussion, the board agreed to submit the 34 hour budget with the following corrections:

delete the Morningdale Chapel hours
Delete clerical typing 3.5 hours
correct the fuel cost to $200.00
use 7% increase in wages
page to be paid the minimum

Other Business

The Board has received an invitation to the Selectmen's Annual Christmas Party on 12/17 at 7PM at the Municipal Office Building.

The Selectmen have requested the Annual Report be submitted by 1/28. Sharon Davis will work on a rough draft. The Trustees have also been requested to submit a 5 year capital expenditure budget.

Art Duggan submitted his report on work to be done in the attic. He stated that the area in question could be enclosed by putting up studs and cross pieces then insulating. Since no carpenter estimates have been submitted it was suggested that Mary get in touch with Paul Pisinski. If Paul was not available, Art would try to get volunteers to help out. Nan Kennedy suggested that we use the remainder of the heating installation budget to finish this project.

Roberta Corey submitted a written Children's Librarian Report.

Mary outlined the new procedure for overdue books:

-One call to remind parton of overdue book.
-If book not returned, a letter is issued with a bill in case the book is lost.
-If the book is not returned or the Library is not reimbursed, the patron's Library privileges are suspended.

Mary informed the Board that Mr. Kimball would paint outside the building if he received more money from the Town.

The meeting ajourned at 10PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

NEED FOR EXPANDED LIBRARY SCHEDULE

Programs

Attendance at library programs increased by 123% during 1979, but even increasingly large classes could not accomodate all those who wished to attend. The present library schedule only accomodates programs for pre-kindergarten through 4th grade children. Programs for 5th and 6th graders, senior citizens, and other groups have been run by staff volunteers when the library is closed. By adding Fridays and Saturdays to our schedule, we will be able to run programs one additional day per week, sponsoring programs for adults and teen agers as well as children. The children's room will then be available for quiet study two days per week.

Convenience to Community

A recent telephone survey conducted by the Board of Trustees showed that the library's present schedule makes it difficult for working people, students involved in after-school activities, and families to use the library. Twenty-six percent of the survey respondents stated that the library's schedule is inconvenient, and fifty-three percent requested Friday and Saturday hours. Additional weekend hours will make library use possible for many Boylston residents.

Increased library use

Statistics for 1978 and 1979 show a trend toward increased use of the library, both in program attendance and in circulation figures. We anticipate a greater increase in 1980, as fuel costs spur families now driving to the Worcester Library toward use of local facilities. The increased demand for library services necessitates an increased number of scheduled hours.

Staff time

At present, the Senior Clerk and the Children's Librarian each contribute approximately fifteen volunteer hours per week in order to keep the library running smoothly. Their volunteer time amounts to about sixty percent of their paid work week. The volume of work generated by increased library

Staff time (cont.)

use cannot be attended to during the limited hours of staff time paid for by the town. Staff members have stated that they cannot continue to volunteer large amounts of time in the future. Adding hours to the library schedule will help compensate the staff fairly for hours worked, and will make it possible to operate the library without a cutback in services. If staff time is not paid for, services will have to be cut drastically in order to adjust the library workload to the number of staff hours paid for by the town.

TOWN OF BOYLSTON

MEETING MINUTES

Date December 6, 1979

Boylston Public Library Board of Trustees

Regular | Special | Executive

X

Members Present:

Nancy Kennedy, Sharon Davis, Joan Banks, Claire Eaton, Art Duggan and Linda Morwick

Members Absent.

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held a meeting on 12/6/79 at 8P.M. in the Boylston Public Library.

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The Board agreed to discuss the second budget recommended by Mary Silverberg. Mary was asked to state her reasons for increasing the hours of the Library. Attached is a written report prepared by Mary outlining her reasons for requesting Library hours. (See Attached)

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Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

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Staff time (cont.)

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TOWN OF BOYLSTON

MEETING MINUTES

Date November 1, 1979

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Claire Eaton, Joan Banks and Arthur Duggan

Members Absent:

Sharon Davis and Linda Morwick - Personal Absences

Was Absence Due To Illness? Yes No

The Boylston Public Library Board of Trustees held a meeting on November 1, 1979 at the Boylston Public Library at 8PM.

The minutes of the previous meeting held on October 4, 1979 were read by Claire Eaton and accepted with the following corrections:

"the letter of Compliance to the State Law on Borrowing Books was in reference to State Grant in Aid not the non-profit mailing permit"

"page 2, 7th paragraph - the John B. Gough letter was loaned to the museum not given to it".

A thank you letter was received from Charlotte Ball thanking the Trustees for their gift.

A notice was received from the Friends stating their meetings will be held on the third Thursdays of each month at 8PM. Membership per couple is $3.00. Single membership is $1.00. family

A letter was received from the Elementary School for a volunteer to read at the school. Mary Silverberg volunteered to do this.

Claire Eaton, Treasurer, reported a balance of $4,287.91 in the checking account.

Mary Silverberg submitted the Librarian's Report. Circulation has decreased with the new renewal system. Many more telephone calls are being made for overdue books. Paula Peterson is working on cost figures. Mary feels that the public should be aware of these cost figures in both time and money. Fines were discussed.

Seven children and six adults attended the first story hour at the Morningdale Chapel. The staff felt that the program would be passed by word of mouth. There was a high circulation of children's books and adults were pleased that books were available to them. The Chapel was open for Library business from 10 to 12:30 P.M.

Mary stated that we should have a book bank for Morningdale. It was suggested we see if we could obtain an old mail box.

The Telephone Survey for Morningdale was discussed. It was the general opinion that the survey was too long and some of the questions were unnecessary.

Mary stated that the Newsletter was too time consuming and suggested that other groups take over this project. Claire stated that Rev. Snyder had offered use of the church folding machine with advance notice. Four Newsletters may be too many. Art Duggan stated he may be able to aid the Library in obtaining the printing etc. of the Newsletter.

The Carpentry work in the attic was discussed. Mr. Bourassa will give us an estimate on the carpentry work. Clarence St. George was also suggested for an estimate. There was a possibility that Art Duggan could organize the job with volunteers. He will check the attic with Nan Kennedy and Mary Silverberg on Tuesday, November 6th, at 4 P.M.

Claire's bond was discussed, and it was brought to the attention of the board that it had been paid before the close of the books last year, and the money allotted in the budget for same would probably not be used until close to the end of the present fiscal year.

The stairway to the attic has a new railing installed by Ed Kimball. He will also paint the outside of the building if he gets money from the Finance Committee.

Mary passed out the Goals and Objectives for the board to select priorities. She plans to use Baker & Taylor for pre-processed books at a cost of 79¢ per book. Mary felt that this would help with the great deal of typing at the Library. Mary also stated that the cost of 2 employees for Morningdale would be $954.50 for 2½ hours weekly.

Mary passed out an estimated budget whichwas generally felt that it was too high. Mary passed out an alternate budget. She appeared to have a third budget if these were not accepted. Claire felt that she wished to have more time to study the budgets. Nan said that we have an idea what Mary wants and we can study the budgets before the next meeting.

Art asked about Finance Committee procedures. Nan explained the procedures and Claire commented on the procesures. Claire stated that she would not be available to attend the Finance Committee meetings. Mary stated that she would like to attend.

The payroll will be ready to sign on 11/14 and 11/24.

The meeting ajourned at 10PM.

Respectfully submitted,

TOWN OF BOYLSTON

MEETING MINUTES

Date October 4, 1979

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Linda Morwick, Claire Eaton, Joan Banks and Sharon Davis

Members Absent:

Arthur Duggan - Job related absence

Was Absence Due To Illness?	Yes	No
		X

The Boylston Public Library Board of Trustees held a meeting in the Boylston Public Library on October 4, 1979 at 8PM. The meeting was opened by the Chairman, Nancy Kennedy. The minutes of the previous meeting held on September 6, 1979 were accepted as read.

Correspondence and communications to the Board of Trustees were as follows:

- Selectmen requested that all Boards who have obsolete furniture or equipment notify the Selectmen for an auction. The employees of the Library are checking the attic to see if the Library has anything for the auction.

- Mrs. Kennedy reported that she had written a letter of compliance to the State Law on borrowing books. This letter was related to the ~~application for a non profit mailing permit~~ State Grant in Aid.

- Mrs. Kennedy thanked Librarian, Mary Silverberg on behalf of the Trustees for the excellent display for the 200th Anniversary of the State's Constitution.

- Mrs. Kennedy reported that she had been in touch with Rev. Snyder regarding the possible use of the Chapel for an extension of the Library's services for the Morningdale section in Town. Rev. Snyder thought it was an excellent idea and would present the request to the Church Board.

- Mary Silverberg reported that Mrs. Corey has agreed to donate her time for a story hour at the Chapel. Also, Mary would would like to have books and periodicals available for the mothers.

Mrs. Claire Eaton submitted the following Treasurer's Report:

Balance as of 10/4/79 in the checking account $4,260.94

Mrs. Eaton reported that the 3 books received from the Treasurer are in the vault. One book was a Memorial Fund totalling 248.62 One book was with W.C.I.S. for 2,827.30 and the third book was with People's Savings for 2,825.35.

Librarian Mary Silverberg submitted the Librarian's report. Miss Silverberg reported that circulation was up for books and records, but periodicals were down.

Mary reported there had been some complaints that the Children's Room could not be used duing the craft programs. But she thought the problem was explained to everyone's satisfaction.

Mary outlined her proposals for the story hour at the Chapel and bring books on a weekly basis to the Chapel. She explained that we were using volunteers for this program, but at some point the Board should consider adding this to the Library's budget. Mary felt that we depended too heavily on volunteers. Mary felt that the program at the Chapel was worthwhile and should start as soon as the arrangements can be made with the Church.

Mrs. Davis suggested that the Library duplicate the card catalog for the Chapel. Mary stated that at this time that job would be too much to accomplish for the start of the program. She will work with book lists until she gets to know the preference of the adults using the Chapel.

Sharon Davis, Linda Morwick and Mary Silverberg were assigned to a survey study to draw up questions for a telephone survey of the Morningdale area regarding the use of the Chapel. The survey will be able to tell the Library what books and related material will be needed at the Chapel.

Miss Silverberg reported that the John B. Gough letter had been loaned / given to the Museum and she had a receipt for the letter to be placed in the Trustees file.

Mr. Peterson has told the Librarian that he does not know when he will be available to paint the Children's Room. Mary will contact Mr. Kimball and other painters in Town to see if we can get the room painted as soon as possible.

Miss Silverberg reported that the Library had hired a new Page - Debbie Savoie.

Joan Banks reported that the outside of the building was peeling. Mr. Kimball will be contacted to repaint.

Mrs. Davis advised the Librarian that she should draw up a list of goals to discuss at the next meeting. Budget items will also be discussed at the next meeting.

The Librarian reported that the Friends of the Library made about $100.00 at their Ski & Skate Swap held on 9/29. They are purchasing a chair for the Reading Room with the money. The Friends are also planning a Pumpkin Party.

Discussion was held regarding the open house for Mary Silverberg to be held on October 11, 1979 at the Library.

The meeting ajourned at 9:10 PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

TOWN OF BOYLSTON

MEETING MINUTES

Date October 4, 1979

BOYLSTON PUBLIC LIBRARY
BOARD OF TRUSTEES

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Linda Morwick, Claire Eaton, Joan Banks and Sharon Davis

Members Absent:

Arthur Duggan - Job related absence

Was Absence Due To Illness?	Yes	No
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A discussion was held regarding the open house for Mary Silverberg to be held on October 11, 1979 at the Library.

The meeting ajourned at 9:10 PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

September 10, 1979

Mrs. Charlotte Ball
16 School Street
Boylston, Ma. 01505

Dear Charlotte:

It is with sincere regret that the Boylston Public Library Trustees accept your resignation as a Trustee, effective October 1, 1979.

The entire Board wishes to express their deep appreciation for the many years of service you have given to the Library and its' patrons.

Your presence, participation and warm friendship will be greatly missed.

With sincere appreciation,

Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY TRUSTEES

September 10, 1979

Miss Diane Gothing
14 Gulf Street
Boylston, Ma. 01505

Dear Diane;

It is with regret that the Boylston Public Library Trustees accept your resignation as Page.

The Board wishes to express their appreciation for the many years of service you have given to the Library and its' patrons.

We wish you much luck and success in your final year at Tahanto and we will keep our fingers crossed that you make the Honor Roll all four quarters.

Sincerely,

Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY TRUSTEES

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

September 10, 1979

TO: Board of Selectmen

FROM: Boylston Public Library Trustees

SUBJ: Appointment to fill unxepired term of Charolette Ball

Mrs. Charolette Ball has submitted her resignation as a Trustee of The Boylston Public Library Board of Trustees due to health reasons. Her resignation is effective October 1, 1979 and she has submitted a resignation to the Town Clerk as well as to the Trustees.

The Trustees would like to submit the following names for your consideration for appointment for Mrs. Ball's unexpired term (2 Years).

Arthur Duggan
William Dupuis
Marsha Wagner
Mary Ann Rogers
John Ledin
Sue Olsen

The Board wishes to express their unanimous recommendation of Arthur Duggan as their first choice for the appointment.

Thanking your for your consideration in this matter.

Respectfully,

Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY TRUSTEES

TOWN OF BOYLSTON

MEETING MINUTES

Date September 6, 1979

BOYLSTON PUBLIC LIBRARY TRUSTEES

Regular	Special	Executive
X		

Members Present:

Nancy-Kennedy, Sharon Davis, Claire Eaton, Joan Banks and Linda Morwick.

Members Absent:
Charolette Ball due to illness

Was Absence Due To Illness?	Yes	No
	X	

The Boylston Public Library Trustees held a meeting on September 6, 1979 at 8 PM in the Boylston Public Library. Also present was the new Head Librarian, Mary Silverberg.

The Meeting was opened by the Chairman, Nancy Kennedy. The minutes of the June 7, 1979 Trustees meeting were accepted as read.

Correspondence was received by the Trustees from the following:

Boylston Historical Commission requesting the Library participate in the 200th celebration of the State's Constitution. Mary Silverberg reported that there would be a display exhibit upstairs with a copy of the Constitution during the week of 9/17/79. The exhibit would be displayed again in the spring.

The Bd. voted to loan the 1856 letter of John B. Gough to the Boylston Historical Museum. A receipt will be requested from the Historical Commission.

Board of Library Commissioners sent two booklets on the new proposed rules for eligibility for State Aid and Certification of Librarians... Proposed rules for eligibility for Towns the size of Boylston would be to take an average for the last four years and the Town could not spend less than that amount on books and related material.

Mass. Library Trustees Assoc. requested membership to their organization. The Board voted to take out one

membership in the name of Joan Banks.

The Board acknowledged receipt of two resignations:

Page - Diane Gothing
Trustee - Charolette Ball-due to health reasons.

Letters of resignation acceptance and appreciation for service will be sent to Mrs. Ball and Diane.

Mary Silverberg reported that she has contacted the Guidance Dept. at the High School for notice of help. Sharon Davis recommended Lynn Akerson for position of Page.

The Board voted to submit the following names to the Selectmen for their consideration for appointment to Mrs. Ball's unexpired term (2 years) with their recommendation of Arthur Duggan as their first choice:

Arthur Duggan
Wm. Dupuis
Marsha Wagner
Mary Ann Rogers
John Ledin
Sue Olsen

The Town Clerk inquired into the possibility of the Library stocking a proposed room for the elderly with books and magazines at the Town House. It was suggested that the Trustees check with the C.O.A. and Senior Citizens to see if they are interested in this room and what their choices in literature might be. Sharon Davis suggested that a bin be placed in the Library for library patrons to donate material for this room.

Mary Silverberg expressed a desire to have an extension of the Library in Moringdale, possibly at the Chapel with volunteer staffing. The Trustees will contact the Congregational Church regarding rent that might be required to use the chapel.

Mrs. Kennedy informed the Board that the Police Station now has a set of keys for cases of emergency.

Claire submitted the Treasurer's Report. Mrs. Eaton stated that she had closed the account at Federal Home Savings and opened an account at W.C.I.S.

Balance as of 7/14	$ 2,449,29
Deposits totaling	1,811.65
Balance on hand	4,260.94

Mrs. Eaton stated that the Town Treasurer has 3 bank books. One may be a Memorial fund. If not, Mrs. Eaton will open a new account.

Mrs. Cory submitted the Children's Library Report (see attached).

Mary Silverberg submitted the Head Librarian's Report. Mary made the following requests and suggestions:

1. Requested that the Board review the renewal procedure for books. Present policy is 2 weeks with an automatic 2 week renewal. The Board voted to allow renewals only on request. Patrons will be notified of the change in procedure.

2. Requested that young adults be allowed to make their own choices from the books upstairs without permission of parents. The Board saw no problem with this procedure.

3. Reported that the Non-Profit Mailing Permit is in the works and should cut mailing costs in half.

4. Library is running a magazine survey - response is not good.

5. The Friends of the Library requested permission to hold a wine & cheese party at the Library. The Board saw no problem with this request.

6. Reported that the Friends will hold a SKI & SKATE SWAP at the Library on 9/29 9-4.

7. Reported that Mark Dupuis has been hired to clean the Library after school. Will inquire from the Town Accountant to pay Mark out of the Salary Account.

Claire Eaton reported that Al Peterson stated that he could paint the Children's Room for cost plus basis. To date Mr. Peterson has not contacted the Board.

The Board voted to hold an Open House for Mary Silverberg on October 11, 1979, 7-9 PM. Joan Banks will contact the Friends to see if they will provide the refreshments and be on hand to serve for the Open House.

The meeting ajourned at 9:15PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY TRUSTEES

x Report of the Children's Librarian

June, July and August

In June we finished all our Spring programs. At each final session we served punch and cookies.

During the month of July we started our "Summer Reading Program". Fifty-two children enrolled in the program.

We did not plan to have film programs during July. We felt that the Recreation program took a good share of the children's time, and we thought that the painting of the Children's room would be done during this month.

During July the physical "weeding" of the entire Children's Room was done. We now have to do the processing. The books were given to the Friends of the Library and they ran book sales during the weekly film programs in August.

The film programs in August were very well attended by very well behaved children.

Our fall programs are now underway with the following registration.

Tiny Tots	20		
Pre-K	8		
K	15		
1st & 2nd	24		
3rd & up	24		
Total	91	plus 15 Senior Citizens	Grand Total 106

I will be attending Craft Classes again this fall for 8 weeks hoping to gain some expertise.

We are planning a meeting of parents whose children are enrolled in programs on Thursday evening Sept. 13. We would like to explain our goals and hopefully get some of them involved in one way or another.

TOWN OF BOYLSTON

MEETING MINUTES

Date September 6, 1979

BOYLSTON PUBLIC LIBRARY TRUSTEES

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Sharon Davis, Claire Eaton, Joan Banks and Linda Morwick.

Members Absent:

Charolette Ball due to illness

Was Absence Due To Illness?	Yes	No
	X	

The Boylston Public Library Trustees held a meeting on September 6, 1979 at 8 PM in the Boylston Public Library. Also present was the new Head Librarian, Mary Silverberg.

The Meeting was opened by the Chairman, Nancy Kennedy. The minutes of the June 7, 1979 Trustees meeting were accepted as read.

Correspondence was received by the Trustees from the following:

Boylston Historical Commission requesting the Library participate in the 200th celebration of the State's Constitution. Mary Silverberg reported that there would be a display exhibit upstairs with a copy of the Constitution during the week of 9/17/79. The exhibit would be displayed again in the spring.

The Bd. voted to loan the 1856 letter of John B. Gough to the Boylston Historical Museum. A receipt will be requested from the Historical Commission.

Board of Library Commissioners sent two booklets on the new proposed rules for eligibility for State Aid and Certification of Librarians... Proposed rules for eligibility for Towns the size of Boylston would be to take an average for the last four years and the Town could not spend less than that amount on books and related material.

Mass. Library Trustees Assoc. requested membership to their organization. The Board voted to take out one

membership in the name of Joan Banks.

The Board acknowledged receipt of two resignations:

Page - Diane Gothing
Trustee - Charolette Ball-due to health reasons.

Letters of resignation acceptance and appreciation for service will be sent to Mrs. Ball and Diane.

Mary Silverberg reported that she has contacted the Guidance Dept. at the High School for notice of help. Sharon Davis recommended Lynn Akerson for position of Page.

The Board voted to submit the following names to the Selectmen for their consideration for appointment to Mrs. Ball's unexpired term (2 years) with their recommendation of Arthur Duggan as their first choice:

Arthur Duggan
Wm. Dupuis
Marsha Wagner
Mary Ann Rogers
John Ledin
Sue Olsen

The Town Clerk inquired into the possibility of the Library stocking a proposed room for the elderly with books and magazines at the Town House. It was suggested that the Trustees check with the C.O.A. and Senior Citizens to see if they are interested in this room and what their choices in literature might be. Sharon Davis suggested that a bin be placed in the Library for library patrons to donate material for this room.

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4. Library is running a magazine survey - response is not good.

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The meeting ajourned at 9:15PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

BOYLSTON PUBLIC LIBRARY TRUSTEES

BOYLSTON PUBLIC LIBRARY TRUSTEES MEETING - JUNE 7, 1979 - 8:30 PM

AGENDA

CALL TO ORDER

BILL OPENING

CORRESPONDENCE AND COMMUNICATIONS

TRUSTEES REPORT

LIBRARIAN REPORT

NEW BUSINESS

TRUSTEES MANUAL - PART REVIEW

CLAIRE EATON TO REPORT ON WHAT SHE SEES THE REQUIRED COMMITTMENTS TO REGIONAL SYSTEM OF THE LOCAL LIBRARIAN.

PAGE FOR THE SUMMER

RE-ADVERTISING FOT POSITION OF LIBRARIAN

TOWN OF BOYLSTON

MEETING MINUTES

Date June 7, 1979

BOYLSTON PUBLIC LIBRARY TRUSTEE MEETING

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Charlotte Ball, Sharon Davis, Claire Eaton and Linda Morwick

Members Absent:

Joan Banks

Was Absence Due To Illness? Yes No

The Boylston Public Library Trustees held a meeting at the Public Library on June 7, 1979 at 8:30 PM. Nancy Kennedy, Chairman, opened the meeting. Mrs. Kennedy announced that Mary Silverberg has accepted the position of Librarian and will assume her duties on July 2, 1979. Linda Morwick and Charlotte Ball will be on hand to welcome Mary to the Library.

The minutes of the meetings held on 5/15, 5/22 and 6/2 were read and accepted with the exception in the minutes of 5/15. A notation was to be made that Mrs. Davis' absence was job related.

Mrs. Kennedy stated that she had received a letter from the Selectmen concerning the changing of the locks in the Municipal Office Building. She also informed the Board that there was a possibility that the fees from Dog Licenses may not be allocated to the Library.

Mrs. Kennedy reported that Bert Quist had looked at the attic in regards to the partition for the skylight and will submit an estimate. He will also replace the boards behind the stair railings. All work should be completed by mid-August.

Charlotte Ball stated that the outside railing is loose and pulls out of the cement. Mr. Kimball will be contacted to look into this.

Mrs. Kennedy asked Claire Eaton to contact Al Peterson for an estimate for the Children's Room for painting required after the removal of the old heating ducts.

Roberta Cory gave the report of the Children's Librarian. Copy of report is attached.

Mrs. Cory requested permission to purchase a case of glue. Permission was granted and Mrs. Kennedy signed a tax exemption letter for the purchase of craft supplies.

Paula Peterson reported that the new card catalog had been delivered and the carpets had been cleaned. Shelving has been ordered for upstairs and should be delivered by 6/26.

Mrs. Peterson gave a breakdown of the Library budget. The Library has met the requirement of 20% spent on books. Copy of the breakdown is attached. Since there is $968.89 in the balance, Mrs. Cory and Mrs. Peterson requested funds to purchase craft supplies. Board voted to allocate $400.00 for craft supplies. Mrs. Davis suggested that the supplies be used for the proposed elderly program as well as the children's programs. Mrs. Davis also requested that Mrs. Cory keep records of the cost of each program so that this information could be available when establishing the next budget.

Claire Eaton gave a report on what she felt was the committment to the Regional System of the Librarian.

Mrs. Eaton explained the different groups within the system. Outlining the following groups as the most informative:

CRAC
Make all decisions for the Regional System
Write Grants

GWPLA
Sharing of problems

Children Services Meetings
Field trips are excellent

Workshops
Excellent - must choose subjects that are related to Boylston's needs. Not necessary to attend all workshops.

Other associations related to the Library and the Librarian are:

MLA - weekend meetings - usually 2 meetings a year
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Mrs. Peterson and Mrs. Cory reported that they are both attending a meeting in Leominster on Young Adult Programs on June 11, 1979.

Mrs. Peterson reported that she has requested another Transittional student but has had no response to date.

The Trustees reviewed the Trustees Manual and made the following corrections:

1. The Town Counsel will be contacted for his advise on the term - "BY_LAWS" vs Rules and Regulations.

2. Article III - Members - add a line
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   48 hours does not include sundays.

4. Board of Trustees - Duties & Responsibilities - add
   8. The Library Trustees will submit an Annual Report for the Annual Town Report.

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6. Employee Benefits -

   A. Insurance - 1st sentence - strick out the word "over" and insert "at least".

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   Take out second sentence.

   3rd sentence should read - The head librarian receives three weeks paid Vacation.

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   J. Tuition Expenses - add a line
   All exceptions on approval of the Board of Trustees.

7. Friends of the Library
lst sentence should read -
The Trustees encourage that participation by the Friends in suggesting development of goals and objectives.

The Trustees voted unanimously to accept the Trustee's Manual as amended. Policies to take effect July 7, 1979.

The meeting ajourned at 10:50 PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

TOWN OF BOYLSTON

MEETING MINUTES

Date June 7, 1979

BOYLSTON PUBLIC LIBRARY TRUSTEE MEETING

Regular	Special	Executive
X		

Members Present:

Nancy Kennedy, Charlotte Ball, Sharon Davis, Claire Eaton and Linda Morwick

Members Absent.

Joan Banks

Was Absence Due To Illness? Yes No

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Respectfully submitted,

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REPORT OF CHILDREN'S LIBRARIAN

MAY 1979

During the past month the following program groups attendance was:

Pre Preschool	8
Preschool	26
Kindergarten	16
1st and 2nd grade	33
3rd and up	30

In addition to these groups 29 children not registered, came in to play house, and to draw pictures, etc.

We are now using mothers of the children in the Story Hour programs to assist in the craft portion of the hour.

All our Spring programs are coming to an end this month. On Tuesday June 5 the pre pre school group had its last story hour. They made bookmarks for their Dad's and we had Punch and cookies to which we invited the Mothers.

On Wed. June 6, Twelve little Wild Indians acted as Hosts and Hostesses to their parents and brothers and sisters. They had a great time. They dressed in the Indian things they had made and we went outside to do the Indian Dance. Thanks to Claire for her assistance.
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126.52 Dog Tax
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10,803.90 Spent to date
3,128.69 Total unspent

13,932.59 Gen. Expense total
17,369.84 Salaries total
31,302.43 Total

20% for books = 6,260.49

1,388.70 from trust
5,671.27 from gen. exp.
7,059.97

Projected expenses for June based on last years figures and what has been ordered and not yet received. 912.55

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11,716.45 Total

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2,216.14
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968.89 remaining after carry over on state aid

TOWN OF BOYLSTON

MEETING MINUTES

Date June 7, 1979

BOYLSTON PUBLIC LIBRARY TRUSTEE MEETING

Regular	Special	Executive
X		

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Members Absent:

Joan Banks

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2,216.14
1,247.25
968.89 remaining after carry over of state aid

TOWN OF BOYLSTON

MEETING MINUTES

Date June 4, 1979

Regular	Special	Executive
	X	

Members Present:

Nancy Kennedy, Charlotte Ball, Claire Eaton, Sharon Davis, Joan Banks and Linda Morwick

Members Absent:

Was Absence Due To Illness? Yes No

The Boylston Public Library Trustees held a Special Meeting on June 2, 1979 at twelve o'clock noon at the Boylston Public Library. Purpose of the meeting was to interview applicants for position of Librarian.

Mrs. Kennedy, Chairman, opened the meeting. All members signed the OPEN MEETING LAW and receipts with the signatures sent back to the Town Clerk.

The Trustees interviewed two applicants:

Mary Silverberg of Sturbidge
Carole Holz of Natick

After considerable discussion the Trustees voted to offer the position of Librarian to Mary Silverberg. Should Miss Silverberg decline the position, the Trustees voted to discuss the reopening of applicants at their regular June meeting.

The Trustees voted to re-schedule the time of the June meeting to 8:30 P.M. due to the High School Graduation exercises. The change in time will be posted.

The meeting adjourned at 4PM.

Respectfully submitted,

Linda Morwick

TOWN OF BOYLSTON

MEETING MINUTES

Date June 4, 1979

Regular	Special	Executive
	X	

Members Present:

Nancy Kennedy, Charlotte Ball, Claire Eaton, Sharon Davis, Joan Banks and Linda Morwick

Members Absent:

Was Absence Due To Illness? Yes No

The Boylston Public Library Trustees held a Special Meeting on June 2, 1979 at twelve o'clock noon at the Boylston Public Library. Purpose of the meeting was to interview applicants for position of Librarian.

Mrs. Kennedy, Chairman, opened the meeting. All members signed the OPEN MEETING LAW and receipts with the signatures sent back to the Town Clerk.

The Trustees interviewed two applicants:

Mary Silverberg of Sturbidge
Carole Holz of Natick

After considerable discussion the Trustees voted to offer the position of Librarian to Mary Silverberg. Should Miss Silverberg decline the position, the Trustees voted to discuss the reopening of applicants at their regular June meeting.

The Trustees voted to re-schedule the time of the June meeting to 8:30 P.M. due to the High School Graduation exercises. The change in time will be posted.

The meeting adjourned at 4PM.

Respectfully submitted,

Linda Morwick

TOWN OF BOYLSTON

MINUTES OF MEETING

DATE: May 22, 1979

BOYLSTON PUBLIC LIBRARY TRUSTEES

REGULAR	SPECIAL	EXECUTIVE
	X	

MEMBERS PRESENT: Nancy Kennedy, Sharon Davis, Charlotte Ball, Claire Eaton, Joan Banks and Linda Morwick

MEMBERS ABSENT:

IS ABSENCE DUE TO ILLNESS? YES NO

The Boylston Public Library Trustees held a Special Meeting at 8;00 PM in the Public Library on 5/22/79. The purpose of the meeting was an orientation for the new Trustees.

The meeting was called to order by the Chairman, Nancy Kennedy.

Mrs. Kennedy requested that a notation should be made on meeting minutes if an absence of a trustee is job related.

Mrs. Roberta Cory gave a presentation in the Children's Room. Mrs. Cory outlined how books were chosen for the Children's Room. She then explained the process for cataloging and maintenance of the books. Mrs. Cory then explained the different children's programs available in the library. Presently there are 66 children enrolled in the programs.

14 pre pre-school story hour
13 pre-school story hour
12 kindergarten
15 1st & 2nd grades
12 3rd grade & up.

Mrs. Cory explained that all the craft projects are accomplished on mostly donations and at her own expense. Last year she spent approximately $40.00 of her own money on project materials. She stated she has found some difficulty getting volunteers to help with the children during the story hour and craft programs. Mrs. Cory indicated that there has been some interest from senior citizens for an adult craft program. Mrs. Cory stated she was willing to donate her time but the participants would have to buy their own supplies.

(over)

Mrs. Paula Peterson gave a presentation in the Reference Room.

Mrs. Peterson explained the reviewing process for ordering books, as well as the ordering procedures & cataloging of books. She explained the new deliquent file instituted by the Regional Library. Mrs. Peterson also gave a brief explanation of the circulation desk duties, reference work and ordering periodicals.

Mrs. Peterson listed the following patrons of the Library:

Council on Aging
Painting Class
Friends of the Library
Trustees
Garden Club
Mothers of the Story Hour Children
Scouts
Classes from the Elementary School.

Mrs. Kennedy went over the Librarian's Report and the procedures of writing a budget for the Library.

Mrs. Kennedy passed out copies of the revised Library Trustees' By-Laws to the new Trustees. The Trustees will review the By-laws and give any comments at the next regular meeting of the Trustees.

Mrs. Kennedy informed the Trustees that the Library payroll will be available for signing on June 6 & 20, 1979. The payroll will require 3 signatures in the summer and 4 in the winter. Each month, the Librarian will inform the Trustees of the dates the payroll will be ready for signing.

Linda Morwick and Joan Banks turned in their choices of candidates for interviewing for Librarian.

Mrs. Kennedy informed the Trustees that there will be an art exhibit of the paintings done by the art class on Thursday, May 24, 1979, 7-9 PM. The meeting adjourned at 9:20 PM.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary

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Linda Morwick, Secretary

TOWN OF BOYLSTON

MINUTES OF MEETING

DATE: 5/15/79

BOYLSTON PUBLIC LIBRARY TRUSTEES

REGULAR	SPECIAL	EXECUTIVE
	X	

MEMBERS PRESENT:

Nancy Kennedy, Charlotte Ball, Claire Eaton, Joan Banks and Linda Morwick

MEMBERS ABSENT:

Sharon Davis

IS ABSENCE DUE TO ILLNESS? YES NO

The Trustees of the Boylston Public Library held a special meeting on May 14, 1979 at 7PM.

The meeting was called to order by the Acting Chairman, Nancy Kennedy.

The dates for three Special Meetings were set as follows:
May 22, 1979 at 8PM - Orientation-New Trustees
June 1, 1979 at 7PM - Interviews for New Librarian
June 2, 1979 at 9:30AM - Interviews for New Librarian

The Trustees voted on the election of officers for the ensuing year as follows:

Chairman - Nancy Kennedy
Vice Chairman - Sharon Davis
Treasurer - Claire Eaton
Secretary - Linda Morwick

The Trustees discussed the articles on the warrant for the Annual Town Meeting.

The meeting adjourned at 7:20PM to the Town House for the Annual Town Meeting.

Respectfully submitted,

Linda Morwick

Linda Morwick, Secretary
BOYLSTON PUBLIC LIBRARY TRUSTEES

TOWN OF BOYLSTON

MINUTES OF MEETING

DATE: 5/15/79

BOYLSTON PUBLIC LIBRARY TRUSTEES

REGULAR	SPECIAL	EXECUTIVE
	X	

MEMBERS PRESENT:
Nancy Kennedy, Charlotte Ball, Claire Eaton, Joan Banks and Linda Morwick
MEMBERS ABSENT:
Sharon Davis

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Linda Morwick
Linda Morwick, Secretary
BOYLSTON PUBLIC LIBRARY TRUSTEES

Pay rolls ready on 6th

Charlotte

TOWN OF BOYLSTON

MINUTES OF MEETING

DATE: 5/15/79

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Linda Morwick
Linda Morwick, Secretary
BOYLSTON PUBLIC LIBRARY TRUSTEES

May 3, 1979

The meeting was called To order at 8:20. Present were Trustees Hawkes, Davis, Ball and Kennedy, and one observer.

The minutes were read and approved, and bills were signed. The letter addressed to Sen. Atkins urging his support of increased State Aid To Libraries were read and distributed, as were The Central Massachusetts Regional Library System invitations. Due to Mr. Yedin's absence there was no Treasurers report. The Librarians report, submitted by Paula Petersen, was discussed. As there is enough money in the Supplies account it was decided To purchase the needed card catalogue this year. There is also enough money in Equipment & Repairs To clean the carpet.

The review of the job description was then taken, so That the review of resumés would have clear guidelines for a basis. The job description was accepted with The understanding That a better way To sign Payroll sheets would be found- perhaps by changing The meeting date- one would have completed pay roll sheets To sign.

As a basis for the development of job descriptions, Paula and Roberta were To be asked To describe their own jobs.

The review of applicants for Librarian showed That Three of the applicants were strongly favored by all Those Present. The next Two in ratings were also To be asked For an interview - All applicants were To submit names

and Telephone numbers of 2 references before their interviews. It was felt that a more satisfactory referral could be acquired this way. Interviews were to be set up the first week and one for all members of the Board - hopefully May 19th. Each applicant was to have an hour or hour and a half interview.

The Trustees comments on Miss Estes report were accepted and are to be called with her report.

Respectfully submitted

Nancy Kennedy
Secretary

TRUSTEE MEETING WITH SELECTMEN APRIL 30, 1979

A prior commitment prevents me from attending this meeting, but I would like to have a statement from me read into the record.

I have had the privilege of being chairman of a highly qualified Board of Library Trustees by reason of their intellegence, education in depth, integrity and a great desire and willingness to give of their time and serve the community.

All decisions and actions that have been taken by the trustees since I have been a member of the board were all done with the sole purpose of personal commitments to enable Boylston to have the best library that was possible to have in line with budgetary requirements.

During the course of this past year it was a consensus that there should be a review of the library's goals and objectives to determine if the library was meeting the ever-changing needs of a growing community. A periodic review and update of what an organization is trying to accomplish is only good business practice. By way of implementing this, a redefinition of roles, both board and staff, would by considered along with the updating of library policy.

It was with great surprise when the librarian, Claire Eaton, was not in accord with this and tendered her resignation, which was accepted with regret.

John Ledin, Chairman
Board of Library Trustees

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Trustees and Staff Dispute

Boylston Library Turmoil May Be Resolved at Polls

By CATHERINE MIRANKER
Of The Gazette Staff

BOYLSTON — A new chapter may open at the Boylston Public Library in the wake of a dispute among trustees and staff. Head librarian Claire M. Eaton has resigned and plans to take the issue to the polls.

Half the seats on the six-member board are up for election next month because two terms, John G. Ledin's and Jane V. Hawkes', are expiring and one member, Cynthia Lane, has resigned. Mrs. Eaton said she plans to be one of the candidates.

At the root of the problem are personality conflicts, disagreements over the responsibilities of trustees versus those of a librarian, interference in the day-to-day operations of the library, among others, Mrs. Eaton said.

JANINDA
COAT FACTORY OUTLET & SKI WEAR CENTER
BETTER QUALITY-BRAND NAME
ALL WEATHER COATS

"I resigned because of some very unhappy feelings. I felt the board had no confidence in me. Some members were not supporting me. Some were trying to undermine me," she said.

"In my letter to the board, I stated the library in its present form had no room in my life. It's an impossible setup."

She said there have been shouting matches, "yelling for no reason. I've had no opportunity to say what I've had to say when certain members are present."

Suddenly Fired

A temporary employee, whom Mrs. Eaton hired to replace a high school student who was on leave as page, was suddenly fired, she said.

"When I was hired, I was told to hire and schedule my own staff. I did that. Now the board is doing that, too."

She said the tension has left the library in a state of quiet turmoil for several months. She said "the staff has been assured their jobs will not be affected; the grapevine says they will be."

Trustee chairman John Ledin said, "I don't know anything about a personality conflict. Nothing has ever come up at board meetings. As far as I know, there are no problems whatsoever.

"The trustees approved a sizable raise for Claire just before she resigned — that was our vote of confidence in her. We accepted her resignation with regret," he said.

Trustee Sharon C. Davis does see considerable tension between Mrs. Eaton and the board.

"There are very real differences between Claire and some members of the board. There was a basic disagreement about what the direction of the library should be. There was a philosophical difference about policy," she said.

Mrs. Davis described the problem as a "process" question not a personality question.

"The library has been run by a small, intimate group in the past," she said. "Setting goals and establishing a process for handling things and writing job descriptions had never been done before.

"But no matter how small or large a place is, I think there should be a process. I'm a very strong believer in process. There should be a plan for every contingency.

"We've been a sleepy, small town and I think now as the community begins to grow and inflation continues to grow and people take a hard look at budgets, it's wise for the library to be organized," Mrs. Davis said.

"We feel we have to broaden the base of the library, increase its use by groups not prone to using the library generally. We could do that by creating new programs, purchasing books in new areas.

"We need to take a close look at the library jobs, define what people do and what they should be doing." She said with a head librarian, a children's librarian, a main desk/circulation clerk, a page and students

Turn to LIBRARY, Page 18

3-Decker Fire Routs Victims From Homes

A two-alarm fire drove three families to the street from a three-decker at 25 Queen St. shortly after noon today.

According to first reports from the scene, all occupants escaped without injury.

Fire officials early this afternoon said the fire was still out of control and flames had broken through the upper stories and the roof.

The Worcester Chapter, American Red Cross, was called to arrange temporary shelter for the victims.

Library

Continued from Page 17

from a work/study program, "people could think the library was overstaffed. We're concerned about that image in the community."

Mrs. Davis said the board had dismissed a temporary staffer, while the page was still on leave, as an experiment. "We thought we'd try to live without a page now to see if we could do without it," she said.

The way Mrs. Eaton sees it, the trustees should set goals and policies for good library services for Boylston and leave the librarian to carry out the policies and handle the day-to-day programs and people.

"I've fought hard for the library for nine years. This is more than a little upset," she said.

Jane Hawkes said, "I don't think it's fair to say this all arose because of philosophical or personality conflicts. By definition, there's always a conflict between someone who runs day-to-day operations and someone who oversees them. Sometimes people can resolve those conflicts, sometimes they can't.

administration, except in case of an emergency, until the present items are cleared up. The order asks the administration to respond to all the study items on the agenda as quickly as possible. Some of them have been listed as study items for more than six years," he said.

Mariano said many of the items have lost their timeliness. He said he filed an item more than a year ago questioning the tardiness of some school buses. "It was timely then, it's not now," he said.

Mariano said there are study items that were filed by former members Janet Slovin, Alfred J. Cotton and Roger W. Brown on the agenda. "They've never been touched. They're no good to us," he said.

The reasons for the delay in the studies lies with both the administration and the committee, he said. "I think the administration has been lax in dealing with some items. But Dr. (John J.) Connor (superintendent) and Dr. (David E.) St. John (acting deputy superintendent) have said they need some help with these items. If they are overloaded they should say so," he said.

Because of the number of study items, some important issues are being over looked, such as possible school closings and to list specific topics in the study request.

The standing committee on program development is expected to report on Mariano's orders at the April 5 School Committee meeting, Mariano said. The standing committees were proposed by Mariano to clear up some of the study item problems. He said so far it is working well.

"I think I'm feeling the frustration that other members are about this. We're really tying up a lot of people with useless studies," he said.

MDA Benefit Dance Marathon To Be at QCC

The annual dance marathon sponsored by the muscular distrophy association and Radio Station WAAF will be held from 8 tonight until 9 p.m. tomorrow in the Quinsigamond Community College gym.

Fifty couples will try to go the 25 hours as they dance to the music of bands and records provided by WAAF personnel.

The participants are from Worcester high schools and colleges and from schools in nearby towns. The couples have received pledges of dona-

By Tahanto

BOYLSTON — Tahanto Regional High School will offer a six-week summer school program for Berlin and Boylston children from kindergarten through grade 12.

The program could include some adult education courses. Superintendent Edgar G. Craver said he had received proposals for a summer art camp, a music program and a basketball program.

Students could enroll in enrichment courses and in classes that would give them graduation credits, he said.

Craver suggested a stipend of $500 for a director of the summer program; the committee approved the job description for the post. The money would come from a $1,200 account already earmarked for summer school costs.

School officials have been planning for some time to open the school for greater community use.

Taxicab License Now Available

One of the city's four non-transferrable taxicab licenses is available for issue to new

budget would be if collective bargaining results were added to the total.

Steak House Going Up

Groundbreaking ceremonies for the $1.7-million, 400-seat Valle's Steak House at Summer and Central streets were to be held today.

The 2.5-acre site was sold to the restaurant chain by the Worcester Redevelopment Authority for $285,000.

Valle's also holds an option on the remaining 1.6-acre parcel at the site for $166,000. The smaller parcel, Valle's officials said, probably would be for a budget motel.

The restaurant will have and five dining rooms and a lounge seating 39. Parking will be provided for 234 cars.

Valle's officials said they hope to be open in the fall. Entrances will be on Summer and Central streets with the main entrance on Summer Street.

- TRUSTEE MEETING WITH SELECTMAN -

- OPENING STATEMENT - APR. 30, 1979 -

A prior committment prevents me from attending this meeting, but I would like to have a statement from me read into the record.

I have had the privilege of being Chairman of a high quality Board of Library Trustees by reason of their intelligence, education in depth, integrity and a great desire and willingness to give of their time and serve the community.

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It was with great surprise when the Librarian, Elaine Eaton, was not in accord with this and tendered her resignation, which was accepted ~~with~~ with regret.

Possible Agenda Items -

1. - Town Counsel's letter dated Mar 20 and Trustees reply dated Mar 26.

2. - Town Counsels letter dated Mar 30 -

3. - "Open-meeting law" acknowledgements. -

1 & 2 - The Trustees meeting (monthly) has always been posted with the Town clerk.

Any other meeting that the Trustees held has been in the confines of the "emergency" definition as spelled out in the "open meeting law" (the 3rd paragraph from the beginning & top of page 2.

Our interpretation is just as accurate as Town Counsels, and if not "so what"?

also

Records in Town Clerks office would indicate that the meeting was not posted, so why go through all the rigamarole of taking up everybody's time.

A copy of the minutes was sent to Town Counsel and I am sure that the copy sent to Linda Morwick was not only read by her, but passed around to others in the Municipal Bldg.

I personally feel that the Trustees did comply with Town Counsels' request and we will abide by any decision or opinion he wants to come up with. In my mind NO illegal action transpired at the meeting of the 12th or any other meeting.

#3 - I have no argument with the "open meeting law" and I think it is good, but haven't the Selectman been remiss in not policing the distribution of copies of the law and then not seeing to it there was an acknowledgement following appointment.

To the best of my recollection I never was given a copy the law when I was last elected and in talking with all of the Trustees they too do not recollect having received copies following their appointments or elections.

Helen Duffy's letter dated Mar 30 is meaningless. I never did receive copies in January as her letter suggests and why did she send things in Jan. — we should have had them when appointed. Also if she did send in Jan. & had not heard from us, and the procedure is so all important, you would think that there would be a follow-up and not 3 months later. Enough said.

This meeting should not be a "dog-fight" — We state our position and we only want to be on record with the Town officials in the same manner as Claire.

Special Meeting April 16, 1979

The meeting was called to order at 8 a.m. with Trustees Ledin, Kennedy, Ball & Davis in attendance. Also in attendance were L. Morrill, J. Barker, Rogers, Claire & Robert Eaton, Harold Scott, Bill & Madge Dupuis

~~Minutes~~ The minutes of the April 4 meeting were read & approved as corrected.

Harold Scott inquired whether the Trustees had met on April 12th. John replied that he, N. Kennedy and C. Ball had met as a sub-committee to discuss the criteria to be included in the job description of the librarian prior to the hiring of a new one

John read both his letter to the Selectmen requesting a meeting with them and the reply from Selectman H. Scott scheduling the meeting ~~on~~ Monday, April 30th.

John read the resumes of the applicants to date and it was ~~the~~ unanimous vote of the Board to close applications on April 30 and to notify all candidates that their applications have been received. Interviews will be set up after April 30th.

A motion was made by Nan Kennedy and seconded by Charlotte Ball that Claire Eaton's final report as librarian be acknowledged as received and then filed with corrections and clarifications appended by the Board of Trustees. Copies of the comments should be sent to all persons who received the original report. It was vote unanimously

Discussion ensued about the resignation of the librarian. N. Kennedy pointed out

that in the case of the page that only the Board had the right to set salary. Also discussed was the fact that the temporary replacement had been paid $.40 per hour more than that called for in the position's salary schedule. ~~called for~~ John assured those present that it was not performance, but the economies of the situation that prompted the Board to suggest to Mrs Eaton that the position remain unfilled until the page ~~was~~ (who was on on sick leave) could return.

Another topic was the librarian's interpretation of whether the Board was urging her to resign by informing her that new job descriptions for both Trustees and library staff would be written. John assured her this intent was merely to inform her of the Trustee's desire to revise policy and job descriptions, and that her ~~desire to~~ resignation should be her decision alone. He apologized for any misinterpretation she might have made about this meeting. C. Ballard also hoped Claire would take part in the process.

Sharon Davis said there was concern on the part of the Trustees over growing sentiment in the community that the library was not a necessary service. H. Scott replied that the comment made by B. Spencer at a Selectmen's meeting suggesting that the library might make a good "police station" was said in jest.

Herbert Brigham then asked that the fact Claire had been the recipient of the American Heiress but standing citizen award be included in the minutes.

J Rodgers suggested that the issue basically was one of poor communications and the Trustees agreed. It was stated that ~~unwritten~~ revised policies and job descriptions were an effective way to begin on a new footing with the new librarian.

Mr. Brigham wished to know why the trustees did not support better salaries for the library staff. The Trustees replied that we had tried to do so in the past and that increases this year made the positions competitive with other communities and that the librarians salary was in line with American library Associations salary guidelines for an ~~eight~~ librarian employed 30 hours per week

A motion to adjourn was made and seconded and the meeting was so adjourned at 10 a.m.

Respectfully submitted,

Sharon C Davis

TRUSTEE'S RESPONSE TO LIBRARIAN'S REPORT OF APRIL 5, 1979

On March 14, 1979, librarian Claire Eaton submitted her resignation to the Board of Library Trustees effective April 15th. It was accepted with regret.

At their regular April meeting on April 5th Mrs. Eaton supplied the trustees with a final report she had prepared for the trustees, staff, Selectmen and Regional Office. Although Chairman John Ledin invited Mrs. Eaton to stay to discuss the report in depth Mrs. Eaton chose not to remain. Since the trustees were unable to discuss any of the report with Mrs. Eaton they have been compelled to respond in writing to a number of misrepresentations and possible misinterpretations contained therein. The trustees regret that Mrs. Eaton has used this report, prepared in her position as librarian, to make innuendos against members of the board while she herself is a candidate for Library Trustee.

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We also recognize that in a small community trustees must assume many additional tasks. The trustees have enthusiastically volunteered their time and physical efforts for such purposes. Recent examples include assisting the Friends of the Library in securing and hanging the new draperies, surveying hundreds of volumes no longer of value to the library for eventual disposal, and arranging for and coordinating the auctioning of several volumes which resulted in sufficent funds ($30,000) to provide a new heating system for the library.

The trustees believe it is the obligation of the librarian to implement all policies established by the trustees, to recommentd to them all changes in staff and programs, to coordinate all programs and services appropriate to the needs of the community, including the supervision of staff, acquisition of materials, recommendation for capital expenditures, and preliminary preparation of the annual budget.

It is important to note that the librarian informs and recommends to the board. The board can then accept or revise the librarian's recommendations using the welfare of the community as a whole as the basis for their decisions. We regret Mrs. Eaton was unable to accept constructive suggestions made by the board for the general welfare of both tne staff and community.

In the past year the trustees have suggested to Mrs. Eaton that:

1) she see the salary structure in the library in a larger context. The salary for the librarian ($9,100 for a 30 hour week) exceeds the American Library Association's guidelines of $11,000 for a librarian with a Masters Degree in Library Science working a 40 hour week.

   The trustees have tried to respond positively to her recommendations for salary increases for staff members. This year we supported a 28% increase for a staff member whose duties changed from general clerical to responsibility for both programming and management of the children's room.

   In budget planning, the trustees are bound by another consideration. If they wish to receive state grant-in-aid, they must appropriate 20% of the total annual budget for book expenditures. This requirement presents a natural constraint: if salaries increase, the book expenditures must increase, causing a double inflationary effect on cost to the town. In attempting to keep a tolerable increase we have paid special attemtion to the salaries and the size of the library staff. Mindful of the salary needs of full-time staff and the availability of two additional part-time CETA staff, the Trustees suggested at their March 12th meeting that Mrs. Eaton experiment with eliminating a part-time page position until the page could return from a recent illness. At the time, this position was filled by a temporary employee. The decision to temporarily vacate the position was based on economics and was in no way a reflection upon the work of that temporary employee. In the course of this discussion, we learned, to our surprise and embarassment, that Mrs. Eaton had raised the salary for this position from $2.60 per hour to $3.00 per hour without the board's approval. In exceeding her authority, she had unbalanced the library salary structure to the point where a temporary page replacement was being paid more than a permanent staff member who carried the responsibilities of the children's library programs.

   The trustees have been strong advocates for both the library and its programs, recognizing the need to seriously consider the recommendations of the Finance Committee which are made from the point of view of the entire town's welfare.

2) the librarian and board revise existing goals and objectives, and library policies and job descriptions while remaining mindful of the needs of our community. The trustees have spent the past year preparing for these revisions. Last fall a Management-By-Objectives program was presented to the librarian and trustees by a Worcester service organization,

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Sub committee report

Duties of Librarian and Trustees

Librarian

I The librarian is the professional administrator responsible for the effective management and operation of the library, the implementation of all policies established by the Board of Trustees, and the development and coordination of all programs and services appropriate to the library needs of the community.

This includes:

A. Supervision of staff.

1. Preparation of work assignments and schedules.
2. Staff meetings and Training Programs
3. Evaluation of staff
4. Recommendations for hiring and dismissal
   - a. Must go to Board for approval and salary
   - b. Temporary help at minimum salary may be authorized by the Chairman of the Board

P?

B. Acquisition of materials.

1. Must be knowledgeable on current books, periodicals, and other materials in order to select the most suitable additions to the collection reflecting the interests of the community.
   a. Supervision of cataloguing.
2. Recommendations for capital expenditures - ie - Typewriters, new furnishings etc

C. Development of Services.
1. Planning, implementation, and coordination of necessary and desired library services
2. Evaluation of services
3. Establish priority of needs to meet objectives
a. Continually update with
~~#~~ Awareness of Town needs

D. Finance
1. Preparation of preliminary annual budget
2. Administration of budget appropriation
3. Maintenance of records
4. Compilation of statistics
a. Monthly breakdown of courses, meetings, Travel, Tuition, expenditures

E. Maintaining good public relations with all segments of the community
P? 1. Librarians schedule should be organized to give assistance daily at front desk.
2. Librarian's office to be on main floor
3. Informative public relations programs such as newsletters and community programming.
P? 4. Be aware of patron's book choices.

F. Representation of library at community and professional meetings.
1. Keep Trustees informed of pertinent courses
P. work and meetings of librarian and staff.

G. Supervision of building maintenance
P? 1. Authorized to contact town authority for building maintenance.
2. Recommendations for major repairs and alterations must go to the Board of Trustees.

H. Establish a Volunteer Program
1. Use of community members
2. Training and effective use of volunteers.
3. Suggested uses of volunteers.
a. To assist staff - clerical or other
b. Newsletters
c. Displays and exhibits.
d. Parties.
e. Distribute books to shutins.
f Special programs
g. Money raising events
h. Phoning.

I Friends of the Library
a. Involve them in library activities
b Support their ideas and interests

Should it be written in policies that the librarian is expected to be in the library the 25 hrs it is open or the 30 hrs contracted?

I. Responsibilities to Board of Trustees
1. Keep them informed of new ideas, programs, and problems
2. Monthly report on progress of new programs and library usage.
3. Recommendations for staff development
4. Preparation of State and Regional Reports
5. All major changes in operating methods, policies, or organization to be submitted to Trustees for approval.

J. Limits of Authority
1. Expenditures must be within annual budget allowance, or with approval of the Board.

WORCESTER TELEGRAM **The Evening Gazette** SUNDAY TELEGRAM

WORCESTER TELEGRAM & GAZETTE, INC.
20 FRANKLIN ST., WORCESTER, MASS. 01613

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MESSAGE INDEX	CASH AMOUNT	CHARGE AMOUNT DUE AFTER	CHARGE AMOUNT
LIBRARIAN PRIMARY DUTIES INCL	11.65	04/16/79	12.95

JOHN G. LEDIN, CHAIRMAN
BOYLSTON LIBRARY
MAIN ST., RTE. 70
BOYLSTON, MASS. 00000

4/13/79 — paid by check from NOW account after withdrawing from People's Bk #20738 to deposit in NOW. —

ORIGINAL BILL

PLEASE RETAIN THIS PORTION FOR YOUR RECORDS

TOWN OF BOYLSTON

BOYLSTON, MASS. 01505

BOARD OF SELECTMEN

April 10, 1979

Mr. John Ledin
118 School Street
Boylston, Ma. 01505

Dear Mr. Ledin;

The Board of Selectmen will be available to meet with the Library Trustees on Monday, April 30, 1979 at 7:00 PM. in the Selectmen's Room in the Municipal Office Building.

Sincerely,

Harold A Scott (cm)

Harold A. Scott, Chairman

BOARD OF SELECTMEN

4/12 —
— called Scott on 12th
— would check with
trustees — but could not
make Mon. 16th.

Claire Eaton's report 4/5/79
(I have numbered the paragraphs)

1- I agree - let's have our information public

3- Have discussed this with Paula & Roberta - Have continually kept both girls posted.

4. - She has had plenty of opportunity - I have had many calls from her from time to time, plus I and other Trustees are in library weekly at least.

5, 6, + 7 - comments on Claire's report.

9 - She did not volunteer - we requested

10 -

11 - how long have we had it? - regardless it is good - -what happens to money rec'd. -
who runs it - Trustees/staff?

12 - Great - wish we had more. - First time we have seen a list!

13 thru 21 - no argument & I have made notations on copy.

22 - Claire did not want to do this -

23-24-25-26 - notations on copy -

27-28 - Regular Bd. meeting of Thurs Mar 1 -

- I resent the implication of ill- treatment and unpleasantness -
-specific examples should be given -

29 - It was my decision for Trustees to get together as I tried to explain in our meeting - March 16 - This also is keeping with an emergency meeting definition -

30 - I advised Claire the next evening of what we talked over on the Monday meeting. At the time she seemed to understand what I talked about - if as she said (16th) she didn't, why did she not resign then?

- Why doesn't she state "who" - innuendos, etc??

31 - Our minutes of the meeting, 12th, - I stand on them!

Claire was not fired - She Resigned!

April 5, 1979

Mr. Harold Scott, Chairman
Board of Selectmen
Municipal Office Building
Morningdale, Ma.

Dear Mr. Scott:

We feel that there may be some misunderstandings occasioned by Mr. Angelini's letter of March 20, 1979 and by Claire Eaton's final report as librarian, a copy of which has been forwarded to you.

In order to clear up some factual inaccuracies in Mrs. Eaton's report and to present the Trustee's position with regard to our meeting procedure we would like to request that an open meeting be scheduled between the Selectmen and the Trustees at the earliest time which is mutually convenient.

I would appreciate your contacting me so that we might arrange a meeting date.

Sincerely,

John G. Ledin
Chairman
Board of Library Trustees

cc. Mr. Gregory Angelini

Mailed 4/6/79

April 5, 1974

Mr. Harold Scott, Chairman
Board of Selectmen
Municipal Office Building
Cornwallis, Va.

Dear Mr. Scott:

We feel that there may be some misunderstanding occasioned by Mr. Hopkins's letter of March 25, 1974 and my letter dated final report on Alternate, a copy of which has been forwarded to you.

In order to clear up some factual inaccuracies in Mr. Hopkin's report and to present the Trustee's position with regard to the meeting procedure we would like to request that an open meeting be scheduled between the Selectmen and the Trustees at the earliest time which is mutually convenient.

I would appreciate your contacting me so that we might arrange a meeting date.

Sincerely,

John D. Levin
Chairman
Board of Library Trustees

cc. Mr. Gregory Hopkins

John

very important.

- Didn't stay to review report with us. The invited many times

Claire EAton's Final Report
as Librarian, April 5, 1979

Since there is a great deal of information that should be conveyed to everyone concerned with the library, I am writing my report so that everyone may have a copy and that there will be no problem for the acting secretary to record the report in the minutes of the meeting.

First, I am going to miss my work here at the library and I leave with a great deal of unhappiness. [illegible]!

Paula and Roberta have prepared the last two payrolls and this months bills for the warrant as well as circulation and budget reports for trustees meeting and will be able to continue to keep the bills paid during the interim between my resignation and a new librarians arrival. All other work can be delayed as was done in the past when Geri Chase and Mildred Wentzell carried on during Ellen Hakala's illness and Madelene Kennedy's absence. I feel that they will need to work additional hours in order to accomplish this, but that the money appropriated for my salary will cover same. (has been discussed with Paula & Roberta)

In the past I have been asked to check on the following and have not had an opportunity to answer these requests so I will list them below. ?

There are no downspouts on the library. - since when? -

The soil around the building slopes away from the building on three sides. Along one side there is a slight depression. All sides have rocks along the edge of the building where water would fall. Water leaking into the basement of the building must be coming through the walls or floor due to heavy rainfall and soil that has just absorbed too much water this year. - First I heard of this - to keep abreast of it.

Winchester Insurance was contacted on the roof leak and we were advised that Gunnar Anderson at G.L. lWhitcomb Insurance Co., 256 Main St., Townsend, Mass., has the insurance on the town property now. I spoke with Mr. Anderson and he sent an adjuster to look at the damage and file a report. He telephoned at a later date to see if the adjuster had been to the library. I have not had a report from either since. — she may have had work between the 5th & 15th when her resignation took place — it should be checked on.

I requested that Mr. Kimball paint out the old hours of the library on the sign in front. The hours have been blocked out. New hours are posted on the door. A sign has not been ordered from Worcester.

After the town appropriated money for our heating system and roof repair, George Barnard Co., of Worcester was contacted to repair the roof. When I called them last summer they advised me that they would not come until this spring. When the roof leaked this winter, I contacted them again and they have been to the library and hopefully repaired the roof. They found quite a bit of damage around the sky light and had to replace a number of ~~ks~~ slates which were missing from the roof. I do not know if this was storm damage. When this invoice is received, it should be posted and paid for under the Special Funds account along with the Lamotte bills.

— why wait until now to tell us —

— We were never notified about this, but pleased we have it.
— How long have we had this —

Not requested 2 to 3 months ago! How about 6 month Cert.?

9 trust funds. I volunteered to find the rates for them from the accounts. The rates as of 6/10, on 3/23/79 are as follows:

Term	Per year	Effective yield of
1 - 2 1/2	6.50%	6.81%
2 1/2 - 5	6.75%	7.05%
5	7.50%	7.88%
6	7.75%	8.17%
8	8.00%	8.48%

10 library carpet after completion of the heating installation. Estimates received previously are in the library's permanent file. In May, I would suggest that you look at the budget and consider purchasing a new carpet estimate if there is a balance. [illegible] if needed we will

11 kind of expenditure. When the staff's [illegible] was needed and we could not guarantee a long [illegible] for a company to install a machine in Lewiston, I [illegible] of obtaining a machine. At a regional [illegible], I spoke to Bill, I learned that an Olivetti machine [illegible] Bowdoin after the first of the year. [illegible] and talked him into getting [illegible] money rather than sending it to [illegible]. I am happy to announce that we now have a [illegible] at no cost to the town.

— or how long is there anything writing on this?

12 recorded: — where? I believe they were all acknowledged.

Date	Received		Amount
10/78	Florence Frame	[illegible]	$25.00
2/77	Minnie Bigelow & Wilma McKeown	[illegible]	25.00
10/77	Herbert & Ida Tozier	[illegible]	10.00
		[illegible]	5.00
		[illegible]	10.00
		[illegible]	10.00
		[illegible]	10.00
		[illegible]	5.00
		[illegible]	5.00
		[illegible]	10.00
		[illegible]	2.00
		[illegible]	5.00
10/78	Estate Marshall	[illegible]	$20.00
10/78	Gift	[illegible]	10.00

Thanks for your review!

— Nothing wrong with what was written - only being updated —

— nothing more than good business to review + update!

13 not know some of the history of the Division and the responsibilities and wage duties of the library. I will try to give you a summary of what has gone on since I have been in charge of the library.

In 1965, as a result of a $50,000 grant to the American Library Association, a two year project was set up for preparation and distribution of a series of pamphlets and readers by practicing Librarians on the general problems, policies and philosophy of small public library service. The basic purpose of the Division of Library Extension compared with ALA by underwriting the cost of making these materials, free, to public libraries in communities under 10,000 population.

In August 1967, Jordan D. Lewis Inc., was hired by the Bureau of Library Extension, to do a Library Planning Study for Massachusetts. "Blueprint for Future Library Action" was published and distributed to all library administrators.

Using this material the members of the library committee with Mrs. Kennedy, drew up a job description for work done in with us, and I was hired in December 1968 to become effective, Jan. 1, 1970. copy where?

In 1972, using materials by the above reports as well as material from the regional library system, the Board of Library under the Chairmanship of Ed Tainow, spent many hours writing up rules for the library. These policies were completed by the board on Nov. 6, 1973. - saved!

In 1975 when Bill Kennedy was Chairman, the minutes were given a Typed Book, put together by the Librarian, with copies of all policies, excluding [illegible]. Each trustee was charged with the responsibility of reading these minutes and passing it on to their successor. [illegible] a loose leaf notebook, and I had only one [illegible] possession. I have my own & we are revising?

In November 1977 - after a great deal of research, [illegible] job descriptions and salary scales of other libraries which, the trustees and on file study, the salary schedule was revised and included job descriptions for each position. [illegible] were added to trustees manuals. A copy was given to the Finance Committee and the Selectmen.

Barbara Weaver, an [illegible] Cooperative Central Reference Library System requested copies of all library policies. Boylston's were filed in the region office at Mill [illegible] the Bureau in Boston with one of our Board's reports.

A great deal of time was spent on this very capable trustees - we are not!
with excellent research and [illegible] for the three out all job descriptions, policies will [illegible] already published. Please take a look at what [illegible] Feb. 24, 1977, the Massachusetts Library [illegible] funded by

- are doing this & will be incorporated in updated material!

We need efforts towards
third party Training for
trustees, [illegible] by [illegible]
& Director [illegible]

— we wanted Clair to be
a part of this —

— She could change out
anytime —
— & don't know any job
where your activities are con-
fined to a job description. —

— another role of employee
— Finance Committee

—most agendas have a Librarian's report on it also
Correspondence & Communications —

— a very good memo

LSCA Title I, Phase A-3 Book Trucks, Policies and Procedures, "Pocket Handbook, Catalyst for Action", by [illegible] Van Deusen. All trustees and library administrators in the state were given copies. The book was excellent, I made many pencil notations so I would be prepared to discuss the book with the board. Unfortunately, as trustees, you never found time to go over this material.

—you never requested time (You always make the agenda)—

After town elections, you will have at least one new trustee on the board and since giving the new member an orientation session, I would suggest that you look over your previous handbook and existing policies and job descriptions. —hopefully there will be new updated ones by Jan.

As requested, I will list some duties that are not in the job description that are performed in our town by the librarian.

23

1. All the work of the Senior Librarian and the Librarian on the current job description. (Written with salary schedule)
2. A great deal of typing —
3. All filing within the librarian's office.
4. Recording
5. All Graphic Art work for posters and bulletins.
6. Ability to use all audio-visual hardware and software and instruct staff in the use of same.
7. Move heavy cartons of books and furniture in the absence of custodial staff or aid thereto.
8. Twenty-four hour responsibility for the building, grounds, including answering police calls in the middle of the night, to open and go through the building with one policeman.

24

In preparation for the 1976-77 budget, the trustees of the Library felt strongly that there was a need to upgrade the salaries in the Library. A salary of $8065 was proposed for the Librarian. The Finance Committee refused to accept this figure, and a figure of $8347 was approved.

25

In the fall of 1975, the board met several times and prepared a budget which $5,500 for the Library's salary, $185 less than the previous year's proposal. It was decided by the board that the complete budget was a fair budget and that they would defend the budget as seen neither and that the Finance Committee could not vote disapproval if they disapproved. At the Finance Committee hearing in defense of the Librarian's salary, John Lydon read a letter from the Board of Library Commissioners stating that a [illegible] Library should receive $11,000. (40 hrs)
He also stated that they were prepared to defend their budget before the town. The Finance Committee acknowledged that they would probably win, but to go back and cut the budget by 7%, they didn't care where it was, all in salaries or general expense.

26

When John Lydon, Jane Hunter and I left the municipal building John asked me to see what I could do with the budget. I went back to the library the next week and prepared a budget meeting this 7% request.

— historical picture of Clair's income — ? →

— Every year at finance meeting it became a standard excuse for our Budget — increase salaries!

— eliminate part time help while Dianne was on leave without pay — Clair said Monday + she would come in Thursday.

— Surprised that Clair would have somebody at more money than present staff were making —

? - Mar 1 believe

- suggested to trustees -
page

When the board met again, [illegible] several meetings. The operating [illegible] my salary to $6110, slightly above [illegible] received by the rest of the [illegible] to without the help of a page and eliminate [illegible] would put the library in the position [illegible] people with one less staff member than in 1960 and a great deal more activity and processing. ($1700 to $5800 appreciation). I argued in defense of my position. I suggested several times that we look at figures I had prepared for general [illegible]. Discussion was very unpleasant and I gave up trying to present my proposed budget and the meeting was adjourned.

(examples) Mar. 1 (next day)

As a result of the manner in which I was treated that evening and on several other occasions, I telephoned Jim Smith and resigned as librarian stating that I would need a written letter of confirmation on Monday. I received several telephone calls and upon the urging of Charlotte Hall and [illegible], I agreed that I would stay on as librarian.

the 5th

I suggested we get together to discuss [illegible]

On Monday evening at 8 p.m., [illegible] the library was being cleared the trustees arrived for a special meeting. I was not invited to be present nor do I know what happened at that meeting.

I saw Claire & spoke to her (if I remember correctly) - I advised her the next day

On Tuesday morning, I was informed that the trustees were going to write new job descriptions for the librarian and trustees and after that if I still wanted the job I could have it. With this statement, the trustees feeling that an [illegible] be out in order to mean goals for other staff members [illegible] to be raised), several employees heard [illegible] who has done nothing but criticize everything I have done for almost two years, I felt there was no use [illegible].

examples - innuendos

who? (me?) she never told me, 12th meeting!

During the week, my assistant and I went over the budget and prepared budget figures using the latest actual expenditures and the past years [illegible] to amount at less than a 7% budget increase. Salary figures were worked out as requested by Sharon a.m. for Claire and the rest of the staff to [illegible]. Minor changes in general expense [illegible] were made and everyone should have been happy with sending the requested budget out, but, I was informed that I must let a staff member go and that [illegible] for two months or [illegible].

trustees

I would hire and [illegible] my staff within the budget provided. I was within the budget and the staff member [illegible] what had been budgeted. I felt I could no longer work with the lack of support of the board and I resigned.

not true

Respectfully submitted,

Diane [illegible]

Diane M. Sedlon

Copy: All trustees
Selectmen
Staff
Region

April 4, 1979

The meeting was called to order ~~by~~ Chairman John Ledin at 8 p.m. on April 4, 1979. ~~by~~ Trustee Ball, Ledin, Hawkes and Davis were in attendance. N. Kennedy was out of town.

The minutes of the March 26 were read and approved

Claire Eaton's Final Report as librarian was read. It was a unanimous vote of the Trustees to request a meeting with the Selectman to discuss charges of violation of the open Meeting law. Open meeting law forms which were received from the Town Clerk today were signed by all the trustees in attendance.

A letter from Trustee Nancy Kennedy ~~was read~~ supporting the recent actions of the Trustees was read.

We received the budget, ~~agreed upon~~ attached and ~~approved it~~. a motion was made and seconded to approve it.

It was decided that John Ledin would be responsible for staffing assignments ~~general~~ operation of the library during the interim between April 15 and the hiring of the new librarian. All the Trustees agreed to provide additional staffing ~~by~~ February volunteering their time in the event we are not able to schedule two professional staff members for all hours the library are open.

The reception planned by Paula Peterson & Roberta Cory has been cancelled. ~~I~~ at their request. felt it was inappropriate to hold a reception in view of the fact Claire has decided

to run for a position on the Board of Trustees.

The meeting was adjourned at 10:20 p.m.

Respectfully submitted

S C Davis

Mrs. Owen W. Kennedy Jr.
254 Central Street
Boylston, Mass. 01505

April 2, 1975

Dear John,

Recently a question has been raised about how much the Trustees care about the library. I have cared enough to be a user and volunteer at the library for the past 20 years, 8 of which have included duty as a member of the Board of Trustees & it is precisely because I care so much about the Town of Boylston and its library that I have heartily endorsed,

and Taken part in, the recent actions of the Board of Trustees the projected redefinition of the duties of the Board and of the Librarian, and the clarification of our personnel policies should be helpful in our attempt To run an effective library that is sensitive to the needs of the Town.

The report in the newspaper was unsatisfying as I have never attended a meeting where there was a shouting-match, and I have missed very few. It is too bad that the "grapevine" is so busy there can be no discussion with the Board

Mrs. Owen W. Kennedy Jr.
254 Central Street
Boylston, Mass. 01505

of the problems. I certainly hope the Board has demonstrated to our present staff our confidence in them. As the staff enlarges it must be remembered that a librarian may hire and fire but only the Trustees are empowered to set salaries. I think this must be made clearer in our new guidelines. Also the Board should be apprised of the specific terms of employment or dismissal before the actions take place.

These are my newest thoughts on the

Economy reduction Union of Policies I am sorry I am not able to attend the meeting on Thursday.

Sincerely yours,

Nancy Kennedy

DYER & COMERFORD

COUNSELORS AT LAW

JAMES H. P. DYER
1895-1957
RICHARD COMERFORD

GREGORY J. ANGELINI

20 MAIN STREET
POST OFFICE BOX 246
LEOMINSTER, MASSACHUSETTS 01453
TELEPHONE 531-0578 - AREA CODE 617
TELEPHONE 534-0570 - AREA CODE 617

March 30, 1979

Mr. John Leddin, Chairman
Boylston Board of Library Trustees
Boylston, MA 01505

Re: Your letter of March 26, 1979

Dear Mr. Leddin:

Kindly review my letter of March 20, 1979, and supply me with the information I requested.

In addition, since it appears that there was sufficient time to post notice of the March 12 meeting, I disagree with your conclusion that the March 12th meeting was an emergency. In any event, the meeting with the Finance Committee could have been changed, and, certainly, the emergency meeting should have been limited to "emergency" matters.

After you have supplied me with the details I have requested, I will confer with the Selectmen and determine how this matter should be disposed of.

Feel free to call me if you have any questions.

Very truly yours,

GREGORY J. ANGELINI

GJA/ml

Enc.

cc: Town Clerk
Board of Selectmen

Town Clerk
84 Main Street
Boylston, Massachusetts

March 30, 1979

Mr. John Ledin
188 School Street
Boylston

Dear Mr. Ledin,

I am again sending copies of the Open Meeting Law to you as Chairman of the Library Trustees. These MUST be signed be each Trustee, and the Rules and Regulations followed regarding the posting of meetings, the calling of meetings, and other things that are required by law.

I had originally sent enough copies to you back in January for the entire Board to sign, and have returned to me. They were never signed or returned to me.

The notice you or someone put on the Bulletin Board for your meeting of March 26th was also illegal as it was not signed, nor was a copy of this notice filed with my office. These are some of the things that are explained on the Open Meeting Law sheet.

Helen M. Duffy

Helen M. Duffy,
Town Clerk

4/5/79
Distributed to:
Davis
Ball
Hawke
Ledin
} signed & Turned in to Clerk on 4/6/79

March 27, 1979

Mr. John Ledin, Chairman
Board of Trustees
Boylston Public Library
116 School Street
Boylston, Mass. 01505

Dear John:

In accordance with our telephone conversation of this afternoon, I would appreciate a copy of the minutes of last evenings trustees meeting.

I understand that it will not be available until after the minutes have been approved at the next trustees meeting.

Sincerely,

Claire M. Eaton

Claire M. Eaton

4/5/79
— due to questions raised about legality of meeting when approved copy was not provided. I offered to let her read the — but she said Claire said "no hurry"

March 26, 1979

Mr. Gregory J. Angelini, Esq.
Dyer & Comford
Counselors at Law
20 Main St., P.O. Box 246
Leominister, Ma. 01453

Dear Mr. Angelini:

This letter is in response to your recent inquiry about the Library Trustees meeting held the evening of March 12, 1979.

The meeting held that evening was an emergency meetin held to finalize the library budget prior to a scheduled meeting to be held on March 13th with the Boylston Finance Committee.

We were previously scheduled to meet with the Finance Committee on March 7th, but our inability to assemble our group on that evening prompted us to ask the Finance Committee secretary, Carla Peterson, to reschedule the meeting for March 13th.

We feel themmeeting of March 13th constituted an "Emergency Meeting" under the Open Meeting Law.

Sincerely yours,

John Ledin, Chairman
Boylston Library Trustees

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

March 26, 1979

Mr. Gregory J. Angelini, Esq.
Dyer & Comford
Counselors at Law
20 Main St., P.O. Box 246
Leominister, Ma. 01453

Dear Mr. Angelini:

This letter is in response to your recent inquiry about the Library Trustees meeting held the evening of March 12, 1979.

The meeting held that evening was an emergency meeting held to finalize the library budget prior to a scheduled meeting to be held on March 13th with the Boylston Finance Committee.

We were previously scheduled to meet with the Finance Committee on March 7th, but our inability to assemble our group on that evening prompted us to ask the Finance Committee secretary, Carla Peterson, to reschedule the meeting for March 13th.

We feel the meeting of March 12th constituted an "Emergency Meeting" under the Open Meeting Law.

Sincerely yours,

John Ledin, Chairman
Boylston Library Trustees

Enclosure

1979

March 26 – Special Meeting

The meeting opened at 5.10 with Eden, Ball, Hawkes, Kennedy, Davis present. The notice of the meeting had been posted in accordance with the open meeting law. –

The minutes of the March 12th meeting were read, ammended to include those present and approved.

Mrs Eatons letter of resignation was read. Johns reply of March 15, accepting the resignation was unanimously approved.

Cynthia Dane has resigned from the Board of Trustees effective Mar 26th

A letter was read from the Town Counsel questioning the legality of the March 12th meeting. It was felt that that meeting was legal as the Board had an appointment with the Finance Committee on Tuesday the 13th to present a revised budget and March 12th was the first date a quorum could be gathered. It was an emergency meeting as our first budget was not acceptable. At this March 26th meeting we did re-approve that final budget presented to the Finance Committee.

The use of the library on Sunday, April 22 by Paula and Roberta for a party for Clare was approved.

It was voted to ask Cynthia to select a gift for Clare from the Trustees.

Advertising for a new librarian is to be done through the Register's Cracker Barrel letter and through the state Hot-line of Newspapers.

Respectfully submitted, Nancy Kennedy Secy pro-Tem

85 Sewall Street
Boylston
Massachusetts 01505

March 26, 1979

Mrs. Helen Duffy
Town Clerk
Municipal Building
Main Street
Morningdale
Massachusetts 01530

Dear Helen:

I would like to ammend my resignation from the Board of Trustees of the Boylston Public Library to read "effective March 26, 1979" instead of "May 1, 1979"--thus allowing someone to run for the remainder of my term in the May election.

Sincerely yours,

Cynthia R. Lane

Cynthia R. Lane

cc: Jonn Ledin, Chairman of the Board of Trustees
Selectmen

BEN FRANKLIN BOOKSTORE
21 Salem St.
WORCESTER, MA 01608
(617) 753-8685

CUSTOMER'S ORDER NO	PHONE	DATE
		Jan 23 79

NAME
ADDRESS Boylston Public Library
Boylston
Mass

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RET'D.	PAID OUT

QTY.	DESCRIPTION	PRICE	AMOUNT
1	Revised Standard Bible		6 95
	Less 10%		70
			6 25
	Jay Pomeroy		
	paid by check 4/9 M		
		TAX	
RECEIVED BY	John Peterson	TOTAL	

Rec'd with Angelini's letter of 3/20/75

OPEN MEETING LAW

Chapter 39, Section 23A of the Massachusetts General Laws

Section 23A. The following terms as used in section twenty-three B and twenty-three C shall have the following meanings:

"Deliberation", a verbal exchange between a quorum of members of a governmental body attempting to arrive at a decision on any public business within its jurisdiction.

"Emergency", a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

"Executive session", any meeting of a governmental body which is closed to certain persons for deliberation on certain matters.

"Governmental body", every board, commission, committee or subcommittee, of any district, city, region or town, however elected, appointed or otherwise constituted, and the governing board of a local housing, redevelopment or similar authority.

"Made Public", when the records of an executive session have been approved by the members of the respective governmental body attending such session for release to the public and notice of such approval has been entered in the records of such body.

"Meeting", any corporal convening and deliberation of a governmental body for which a quorum is required in order to make a decision at which any Public business or public policy matter over which the governmental body has supervision, control, jurisdiction or advisory power is discussed or considered; but shall not include any on-site inspection of any project or program.

"Quorum", a simple majority of a governmental body unless otherwise defined by constitution, charter, rule or law applicable to such governing body.

Section 23B. All meetings of a governmental body shall be open to the public and any person shall be permitted to attend any meeting except as otherwise provided by this section.

No quorum of a governmental body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as provided by this section.

No executive session shall be held until the governmental body has first convened in an open session for which notice has been given, a majority of the members of the governmental body have voted to go into executive session and the vote of each member is recorded on a roll call vote and entered into the minutes, the presiding officer has cited the purpose for an executive session, and the presiding officer has stated before the executive session if the governmental body will reconvene after the executive session.

Nothing except the limitation contained in this section shall be construed to prevent the governmental body from holding an executive session after an open meeting has been convened and a recorded vote has been taken to hold an executive session. Executive sessions may be held only for the following purposes:

(1) To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual, provided that the individual involved in such executive session has been notified in writing by the governmental body, at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:

(a) to be present at such executive session during discussions or considerations which involve that individual.

(b) to have counsel or a representative of his own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation in said executive session.

(c) to speak in his own behalf.

(2) To consider the discipline or dismissal of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual, provided that the individual involved in such executive session pursuant to this clause has been notified in writing by the governmental body at least forty-eight hours prior to the proposed executive session. Notification may be waived upon agreement of the parties. A governmental body shall hold an open meeting if the individual involved requests that the meeting be open. If an executive session is held, such individual shall have the following rights:

(a) to be present at such executive session during discussions or considerations which involve that individual.

(b) to have counsel or a representative of his own choosing present and attending for the purpose of advising said individual and not for the purpose of active participation.

(c) to speak in his own behalf.

(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body, and to conduct collective bargaining sessions.

(4) To discuss the deployment of security personnel or devices.

(5) To investigate charges of criminal misconduct or to discuss the filing of criminal complaints.

(6) To consider the purchase, exchange, lease or value of real property, if such discussions may have a detrimental effect on the negotiating position of the governmental body and a person, firm or corporation.

(7) To comply with the provisions of any general or special law or federal grant-in-aid requirements.

This section shall not apply to any chance meeting, or a social meeting at which matters relating to official business are discussed so long as no final agreement is reached. No chance meeting or social meeting shall be used in circumvention of the spirit or requirements of this section to discuss or act upon a matter over which the governmental body has supervision, control, jurisdiction, or advisory power.

Except in an emergency, a notice of every meeting of any governmental body shall be filed with the clerk of the city or town in which the body acts, and the notice or a copy thereof shall, at least forty-eight hours, including Saturdays but not Sundays and legal holidays, prior to such meeting be publicly posted in the office of such clerk or on the prinicpal official bulletin board of such city or town. The secretary of a regional school district committee shall be considered to be its clerk and he shall file the notice of meetings of the committee with the clerk of each city or town within such district and each such clerk shall post the notice in his office or on the principal official bulletin board of the city or town and such secretary shall post such notice in his office or on the principal official bulletin board of the district. If the meeting shall be of a regional or district governmental body, the officer calling the meeting shall file the notice thereof with the clerk of each city and town within such region or district, and each such clerk shall post the notice in his office or on the principal official bulletin board of the city or town. The notice shall include the date, time, and place of such meeting. Such filing and posting shall be the responsibility of the officer calling such meeting.

A governmental body shall maintain accurate records of its meetings, setting forth the date, time, place, members present or absent and action taken at each meeting, including executive sessions. The records of each meeting shall become a public record and be available to the public; provided, however, that the records of any executive session may remain secret as long as publication may defeat the lawful purposes of the executive session, but no longer. All votes taken in executive sessions shall be recorded roll call votes and shall become a part of the record of said executive sessions.

A meeting of a governmental body may be recorded by any person in attendance by means of a tape recorder or any other means of sonic reproduction except when a meeting is held in executive session; provided, that in such recording there is no active interference with the conduct of the meeting.

Upon qualification for office following an appointment or election to a governmental body, as defined in this Section, the member shall be furnished by the city or town clerk with a copy of this section. Each such member shall sign a written acknowledgement that he has been provided with such a copy.

The district attorney of the county in which the violation occurred shall enforce the provisions of this section.

Upon proof of failure by any governmental body or by any member or officer thereof to carry out any of the provisions for public notice or meetings, for holding open meetings, or for maintaining public records thereof any justice of the supreme judicial court or the superior court sitting within and for the county in which such governmental body acts shall issue an appropriate order requiring such governmental body or member or officer thereof to carry out such provisions at future meetings Such order may be sought by complaint of three or more registered voters, by the attorney general, or by the district attorney of the county in which the city or town is located. The order of notice on the complaint shall be returnable no later than ten days after the filing thereof and the complaint shall be heard and determined on the return day or on such day thereafter as the court shall fix, having regard to the speediest possible determination of the cause consistent with the rights of the parties; provided, however, that orders with respect to any of the matters referred to in this section may be issued at any time on or after the filing of the complaint without notice when such order is necessary to fulfill the purposes of this section. In the hearing of such complaint the burden shall be on the respondent to show by a preponderance of the evidence that the action complained of in such complaint was in accordance with and authorized by Section eleven A½ of Chapter 30A, section nine G of chapter thirty-four or by this section. All processes may be issued from the clerk's office in the county in which the action is brought and, except as aforesaid, shall be returnable as the court orders.

Such order may invalidate any action taken at any meeting at which any provision of this section has been violated, provided that such complaint is filed within twenty-one days of the date when such action is made public.

Any such order may also, when appropriate, require the records of any such meeting to be made public, unless it shall have been determined by such justice that the maintenance of secrecy with respect to such records is authorized. The remedy created hereby is not exclusive, but shall be in addition to every other available remedy.

The rights of an individual set forth in this section relative to his appearance before a meeting in an executive or open session, are in addition to the rights that an individual may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements, and the exercise or nonexercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

DYER & COMERFORD
COUNSELORS AT LAW
JAMES H. P. DYER
1895-1967
RICHARD COMERFORD

GREGORY J. ANGELINI

20 MAIN STREET
POST OFFICE BOX 246
LEOMINSTER, MASSACHUSETTS 01453
TELEPHONE 534-6578 - AREA CODE 617
TELEPHONE 534-6570 - AREA CODE 617

March 20, 1979

Mr. John Leddin, Chairman
Boylston Board of Library Trustees
Boylston, MA 01505

Dear Mr. Leddin:

The Selectmen have requested an opinion of me as to the legality of the proceedings of the meetings of the Trustees, particularly in regard to the Open Meeting Law.

Enclosed is a copy of the Open Meeting Law. Kindly supply me with details of your procedures for posting notice of meetings, including copies of notices for and minutes of your meeting of March 12, 1979.

Very truly yours,

GREGORY J. ANGELINI

GJA/cld

Enc.

cc: Board of Selectmen
Town Office Building
Morningdale P. O.
Boylston, MA 01505

[illegible] Powell Street
Boylston
Massachusetts 01505

[illegible]ron 1, 1979

Mrs. Helen [illegible]rify
Town Clerk
Municipal Building
Main Street
Shrewsbury
Massachusetts 01545

Dear Helen:

Herewith, I am submitting my resignation from the Board of Trustees of the Boylston Public Library effective May 1, 1979.

I have enjoyed serving these past five years and feel a sense of pride in the accomplishments of that have taken place during that time: the receipt of a federal grant which made the furnishing and equipping of the Children's Room; the increase in the salary scale of the staff (though more is needed); the installation of a security system, air conditioners, and a new heating system using funds from trust funds and the sale of old books; the expansion of services and activities in response to community interest including the formation of the "Friends"; additional [illegible] in the collection; the newsletter; and most recently an evening on gardening [illegible] with the Boylston Garden Club. Circulation of books, periodicals, and other materials has increased substantially, and more groups are finding the Library an attractive and convenient meeting place for business and pleasure...even the Select men for their Christmas party! Charlie Eaton and her staff deserve credit for a job well done.

Currently the Trustees are working on an outline defining the duties and responsibilities of both Board and Librarian. When this is completed, I feel it would be an appropriate time for a new Trustee to replace me on the Board.

Sincerely yours,

Cynthia R. Lane

Cynthia R. Lane

cc: John Ledin, Chairman of the Board of Trustees
Selectmen

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

March 15, 1979

Claire Eaton, Librarian
Boylston Public Library

Dear Claire,

Your resignation as Librarian to be effective April 15,1979 is accepted with regret.

Sincerely,

John Ledin, Chairman Library Trustees

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

March 14, 1979

Mr. John Ledin, Chairman
Board of Trustees
Boylston Public Library
116 School Street
Boylston, Mass. 01505

Dear John:

I have redefined the physical and social space of my life and find that the Boylston Public Library, in its present form has no room in my life. Effective April 15,1979 I will no longer be working for the library.

I am notifying the selectmen and region and Bureau, so that they may direct any correspondence to you.

Sincerely,

Claire M. Eaton

Claire M. Eaton
Librarian

cc:Selectmen
Regional Office
Bureau
all trustees

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

March 14, 1979

Mr. John Ledin, Chairman
Board of Trustees
Boylston Public Library
118 School Street
Boylston, Mass. 01505

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Sincerely,

Claire M. Eaton

Claire M. Eaton
Librarian

cc:Selectmen
Regional Office
Bureau
all trustees

March 14, 1979

Mr. John Ledin, Chairman
Library Trustees
118 School Street
Boylston, Ma. 01505

Dear Mr. Ledin:

On the morning on March 13, 1979 I was informed by Mrs. Eaton that I no longer had a job at the Library. I was very suprised at this since I had been working since the beginning of January and my work was satisfactory to Mrs. Eaton. I do not feel that I was given an adequate reason for my dismissal. I understand this decision was made at a Library Trustees Meeting held on Monday, March 12, 1979. I am requesting a copy of the minutes of that meeting in order to understand the reasons for my dismissal.

Sincerely,

Linda Morwick

Linda Morwick
49 Warren Street
Boylston, Ma. 01505

March 12, 1979 - Special Budget Meeting

A revised budget was presented to the Board that falls within the 7% guidelines. There was a discussion of the great cut in the Travel and Training funds and Programs and Printing. Because we were $300 under the 7% we decided to add $150 to Travel and Training and $150 to Programs and Printing. This will give us some funds for new programs.

There was also a discussion on how to cut the salary budget and still carry on our services. Because one page has taken her leave, rather than have anyone else, it was decided to run the library until Diane returned with no extra help. Just to see how it worked. Also included in the discussion was the place of Linda Novick who has done an excellent job for us, although none of the Trustees had been aware of how long she has been working for the library. We assumed she was temporary help. Her wages were discussed and the Board was upset to find she had been hired at a higher hourly wage than staff members with three years service. It was felt that this was wrong, particularly as we were trying to keep the budget down. If we must have that extra help it was felt a second page would be better for us.

Also discussed was the Training and use of volunteers to help us staff the library if we were short-handed.

Respectfully submitted, Nancy Kennedy
Secretary pro tem

Present were Sedin, Ball, Davis Hawkes
Kennedy and Clare Eaton.

FY 79

Department Head: [illegible] Tel. [illegible]

Salaries

Title or Position	Appropriated 1979	Estimated Budget 1980	Explanation
Librarian	$8560	$9,100	
Total Salaries	8560	9,100	
Hourly Paid Employees			
Sr. Clerk	3897	4,212	
Children's Librarian	3,786.72	4,658	
Page	956.80	1,893	State laws have ha[illegible] chg'd. for student[illegible] we must pay $2.50 for half the year & $2.70 for bala[illegible]
	717.60		
Total Hourly paid Employees	9,358.12	10,763	
EXPENSES			
Fuel	1,500	1,800	
Light	800	900	
Telephone	400	450	
Supplies	2,000	1,800	
Equipment & Repairs	1,000	1,000	
Travel & Training	700	350	
Binding	300	200	
Water	50	50	
Bond	30	30	
Programs & Printing	150	200	
Books & Periodicals	4,000	4,500	
Audio-Visual	400	100	
Total Expenses	11,330	11,380	
Total Salaries Hourly & Salaries	17,918.12	19,863	
Total Salaries & Expense	29,249	31,243	

Copy
Mar. 12

Present —
Lewis, Ball, Davis, Hawkes, Kennedy + Eaton.

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It T. Evins and was

March 1, 1979

John Ledin called the meeting to order at 8 p.m. Trustees Ball, Ledin, Davis and Hawkes were present. The minutes of the previous meeting were read and accepted.

Claire reported that it was necessary to charge for lost books. She is to report back to the Trustees with a proposed lost charge for library materials

After a short discussion of the several bank accounts of the library it was a unanimous vote of the Trustees to consolidate these accounts to improve our investment return. Claire is to draft a letter to the Town Treasurer, Carolyn Hayberg to consolidate these accounts.

It was reported by the Chairman that the Finance Committee suggested the Trustees revise the proposed library budget. After a lengthy discussion it was the consensus of the ~~committee~~ Trustees that Claire make revisions in the budget and make recommendations to the board on Monday, March 12 at 5 p.m. at the library to conform with the Finance Committee's 7% guideline.

The meeting was adjourned at 10 p.m.

Respectfully submitted,

Sharon Davis

Budget 7/1/79 – 6/30/80 — 3.10

													Proposed
									Current				
Fuel	1	472 20	520 75	984 98	919 78	1076 48	1156 77	1500			1800 00		
Light	2	310 09	226 98	317 56	444 24	537 86	607 08	800			860 00		
Telephone	3	124 60	187 40	184 79	258 13	344 75	334 97	400			430 00		
Supplies	4	568 35	748 60	1070 07	1061 47	1337 02	1263 65	2000			2140 00		
Equip. + Repair	5	233 52	375 39	604 05	719 54	503 20	1121 46	1000	Cat. 400		1450 00		
Travel, Trng.	6	167 77	453 85	172 23	401 93	521 94	510 01	700	Fire Ext.		700 00		
Binding	7	74 20	58 25	123 95	78 10	192 88	146 05	300	copy		300 00		
Water	8	20 00	20 00	22 00	24 00	24 00	24 00	50	machine		50 00		
Treas. Bond	9	10 00	10 00	55 00	20 00	30 00	30 00	30	$1000		30 00		
Prog. + Printing	10	0			102 00	70 95	128 27	150			150 00		
Books	11	635 68		2740 05		3501 63	5867 43	4000			5000 00		
AV	12	0				275 28	232 19	400			428 00		
Grounds	13		120 00										
	14									Gen'l	13438		
	15					11,330				Sal.	18984		
	16								20% Bks.	6,484 +	32422		31
	17												
	18												
ula	19				225	275	325	348	3619 20		372		402
oberta 3.69					400	230	275	294	3516 24	3.10	332		417
Diane	21						230	280	1674 40		246		167
Claire	22	256, 2.69,	276	298	330	385	513	549	8560 00		587		916
	23												
	24								7%				1898
Minimum	25	1/1/79	290						Bal. town	7½%			1898
	26	1/1/80	310						+ $500 Treas., Tax Collector + Acct.				
	27	1/1/81	335						Total	Sal.	17919	7%	1917
	28												
	29								catalog				
									copy machine				1898

Budget 1/1/79 – 6/30/80 — 3.10 Minimum

								Current	Propo
Fuel	1	472 20	520 75	984 98	919 78	1076 48	1156 77	1500	
Light	2	810 09	826 88	317 58	444 24	537 86	607 08	800	
Telephone	3	124 60	187 40	184 79	258 13	344 75	334 97	400	
Supplies	4	568 35	748 60	1070 07	1061 47	1337 02	1263 65	2000	
Equip. t Repair	5	223 52	375 39	604 05	719 54	503 20	1121 46	1000	
Travel, Trng.	6	167 77	453 85	172 23	401 93	521 94	510 01	700	
Binding	7	74 20	155 25	123 95	78 10	192 88	146 05	300	
Water	8	20 00	20 00	22 00	24 00	24 00	24 00	50	
Treas. Bond	9	1 00	10 00	55 00	20 00	30 00	30 00	30	
Prog. & Printing	10	0			102 00	70 95	128 27	150	
Books	11	635 68		2740 05		3501 63	5867 43	4000	
AV	12	0				275 28	232 19	400	
Grounds	13		120 00						
	14								
	15								
	16								
	17								
	18								
Paula	19				225	275	325	348	361 20
Roberta (Chair	20				400	230	275	294	351 24
Diane	21						230	230	167 40
Claire	22		256, 269, 276	298	330	385	513	549	8560 00
	23							7%	
	24							Bal. town 7½%	
Minimum	25	1/1/79	290					+ $500 Treas.,	
	26	1/1/80	310					Tax Collector + Acct.	
	27	1/1/81	335						
	28								

catalog

February 1, 1979

Nan Kennedy called the meeting to order at 8PM in the absence of Chairman John Ledin. Trustees Ball, Hawkes, and Lane and Librarian Claire Eaton were present. The bills were signed, and the minutes of the January meeting read and accepted.

The meeting with the Finance Committee to review the proposed budget will be on Wednesday, February 14 at 8:30 PM. All Trustees were urged to come.

The new heating system is all ready to be connected as soon as the units arrive. This should be by the end of the month.

Claire reported a lot of water leaking into the cellar — particularly her office. She will check with Winchester about insurance — and also about down spouts to divert the water.

It was suggested that covers for the air conditioners and louvers would conserve heat.

Respectfully submitted,
Cynthia R. Lane
Secretary

January 4. 1979

Chairman John Ledin called the meeting to order at 8PM with ~~Trustees~~ Ball, Hawkes, Kennedy, and Lane in attendance as well as Librarian Claire Eaton. The bills were signed, and the minutes of the December meeting read and accepted.

The deadline for the Town Report is January 24th. John will write it including:

1.) sale of books
2.) Thanks to Karen Thompson for making the draperies
3.) the new heating system
4.) activities of the Friends
5.) the survey resulting in new hours and reserve books
6.) increased ~~activi~~ participation in Childrens classes
7.) increase in number of new cards.

Jane will check to see if the Library would be eligible for its own permit for bulk mailing. If not the Library itself, perhaps the Friends. This would be substantially less expensive than using the Town Permit — and would allow us to circulate more newsletters for the same price.

The remainder of the meeting was spent on ~~dose~~ revising the salary

scale for the budget.

The meeting was adjourned at 9:15PM

Respectfully submitted,

Cynthia R. Lane
Secretary

Monday — 2 — 5:30 — 3½

Child's Services

No research

Paula	1 — 5:30	(4½)
Roberta	1 — 5:30	(4½)
Diane	3 — 5:30	(2½)

Tues. — 10:30 A.M. — 8:00 P.M. — 9½

Roberta	10:30 — 12:00	12:30 — 6	(7)
Paula	10:30 — 12:30	1 — 8	(8½)
Diane	3 — 5:00	5:30 — 8	(4½)

Wed. — 10:30 — 5:30 — 7

Paula	10:30 — 12:00	12:30 — 5:30	(6½)
Roberta	10:30 — 12:30	1:00 — 5:30	(6½)
Diane	3 — 5:30		(2½)

Thurs. — 2 — 8 P.M. — 6

CRAC
GWPLA
etc.

Paula	2:00 — 5:30		(3½)
Roberta	2 — 5	5:30 — 8	(5½)
Diane	3 — 5	5:30 — 8	(4½)

26

Annual Increment 5% — cost living ?? 7%

Paula	23	(+3)	8.48
Roberta	23½	(+½)	2.94
Diane	14	(same)	2.30
Claire			5.49

Library 7% last year
Rest Town 7½ " " + $500 Tax Collector, Town, Acct.

LIBRARIAN'S REPORT

MONTH OF December 1978

	BUDGET	TO DATE
FUEL	1,500	176.09
LIGHT	800	321.60
TELEPHONE	400	181.32
SUPPLIES	2,000	619.29
EQUIPMENT & REPAIRS	1,000	267.65
TRAVEL & TUITION, TRAINING	700	644.77
BINDING	300	90.50
WATER	50	12.00
TREASURERS BOND	30	30.00
PROGRAMS & PRINTING	150	0
BOOKS & PERIODICALS	4,000	3,886.55
AUDIO*VISUAL	400	71.15
SALARIES	17,919	8,290.89
BOOKS FROM TRUST FUNDS	1,500	571.38
BOOKS CATALOGED	FICTION	42
	NON-FICTION	17
	Paperback	45

CIRCULATION

	ADULT	JUVENILE
NON-FICTION	138	68
FICTION	525	162
PERIODICALS	97	1
PAMPHLETS		
ART PRINTS	4	
FILMS		2
RECORDINGS	9	2
CASSETTES		18
MEDIA		
REFERENCE	129	20
Games & Puzzles		12
USE OF MEETING ROOMS	6	

Craft class - 8
Christmas Party - Story hour groups 17 - 15 mothers
Christmas party - craft group 19 - 33 guests
Christmas party - nature group 18 - 30 guests
Council on aging meeting
Friends Christmas crafts evening

The Massachusetts Parent Involvement Project supports local community coalitions composed of parents, school personnel and representatives from organizations and businesses.

Each coalition plans and implements events, services, and products to support parents' awareness of, and involvement in mathematics, science, and technology education.

Visit the Massachusetts Parent Involvement Project site on the Internet

http://www.doe.mass.edu/PIP

MassPIP

parents can support their children and schools in mathematics, science and technology

Massachusetts Department of Education – Office of Mathematics and Science - in collaboration with the Museum Institute for Teaching Science - Funded by NSF and the MassDOE

December 7, 1978

Chairman John Ledin called the meeting to order at 8PM with Trustees Davis, Kennedy, Lane and Librarian Claire Eaton in attendance. The bills were signed, and the minutes of the November meeting read and accepted.

John extended the invitation to the Trustees from the Selectmen to their annual Christmas Party to be held at the Library on Monday, December 18th from 7-9 PM.

Claire announced that Claudine Stevens is the new page replacing Dianne.

The children's classes have been extremely popular. 40 registered for the 2 classes with a total attendance of 236. Because of the installation of the heating system, no classes will be held in January or February. The Friends will be notified when the next session will begin. "Know your community" will be the theme for the Spring series and will include visits to the Fire Station, Municipal Office Building etc. The question was raised about insurance coverage for the drivers on these trips. Would the Library be liable if there was an accident? The Library will be 75 years old in 1979, so one meeting should focus on

the "Library and its history."

Reserve Books will be reinstituted in January. Claire and Paula have worked out a system:

1. only 1 "Reserve Book" may be be taken out at a time
2. only "Reserve Books" will be 14 day books
3. notebook will contain lists of all "Reserve Books". One person may be on no more than 2 lists at one time.
4. If "Reserve Book" is not picked up 1 day after notification, that name will be dropped one place on list, and book offered to next person.

John expressed thanks to Claire for a contribution of $100 to the Memorial Fund in memory of her uncle.

The fire extinguishers have been reactivated. They recommended a new extinguisher for the new heating system. Installed it would cost $41.95. It was agreed to do it.

The remainder of the meeting was spent on the budget.

Respectfully submitted,
Cynthia R. Lane
Secretary

November 1, 1978

The meeting was called to order by the Chairman at 8:30 AM with Trustees Hawkes, Kennedy, Ledin, and Lane and Librarian Claire Eaton in attendance.

The bills were signed, and the minutes of the October meeting read and accepted.

John reported $3351.46 interest in the NOW account to be spent on books.

The contract for the new heating system in the Library was awarded to J. G. LaMotte for $32,548, as the lowest of the bids. It was agreed that the contract should be reviewed by both Jane Hawkes and Town Counsel Greg Angelini — and that we should request a statement in writing from Dick Burke concerning his charges.

Claire announced that David L. Wright from Chicago is the new director of the Bureau of Library Commissioners.

The AMP Training Course will be given on Thursday evening, November 16th at the Library.

It was decided to reactivate the Reserve list for 14 day Best Sellers. Claire and Paula will draw up the rules and present them at the December meeting.

Jane reported that legally the Library's Trust Funds could be

consolidated and then invested in Certificates of Deposit. She will check the names of the Donors in the Worcester Probate Records.

It was agreed that the monthly Trustees' meeting would be on the first Thursday evening of the month at 8PM. The Secretary should notify the selectmen of the change.

As of January 1, 1979 there will be a new schedule of hours for the Library, substituting two mornings for two evenings. It will be open ~~the following hours~~ as follows:

Monday - 2-5
Tuesday - 10:30-8
Wednesday - 10:30-5
Thursday - 2-8

a newsletter should be sent out to town residents notifying them of this change.

Respectfully submitted,
Cynthia R. Lane
Secretary

September 5, 1978

The meeting opened at 8 o'clock with, Ball, Kennedy, Hawkes, Hadir, Davis, and Claire Eaton present. The minutes were read and approved. There was a discussion of our present setup of our Trust Funds and we decided To try again To gain state approval for them consolidation.

The Friends were to be told of the "Governor's Speak-Out on Libraries" in hopes some of them will attend the local meeting, It is hoped these meetings with the public will help the state improve library aid and service.

There is $3,309.73 in the Trustees account.

The A.M.P. Training session will be held ~~Oct~~ Sept. 19 at the Red Cross House in Worcester. If Sterling and W. Boylston decide To join us we will have our own meeting on October 5th. There will be a discussion of the questionnaires on the Oct. Agenda.

The old books will be inventoried and listed by the girls. Cleaning services for the library were discussed and Mr. Kimball was To be asked if they could be improved.

The Selectmen have raised the insurance on the Library To $280,000. It seems advisable To install smoke-alarms To be paid for with Trust Funds.

The plans for the heating system will be ready September 15th. Nancy Kennedy was To ask Mr. Burke if we need a clerk of the works

Respectfully submitted,

June 6, 1978

The meeting was called to order by Nan Kennedy at 8 o'clock with Trustees Bell, Davis, Kennedy, and Lane and Librarian Eaton in attendance. The bills were signed, and the minutes of the May meeting read and accepted.

As Tom Hitchcock had resigned as of June 1, it was decided that three names should be submitted to the Selectmen from which they would appoint another Trustee to serve the remainder of his term - until 1979. The three to be submitted are:

1. Jane Hawkes
2. George Frodie
3. Arthur Duggan

The following slate of officers were unanimously elected for 1978-79:

Chairman: John Ledin
Vice-Chairman: Sharon Davis
Secretary: Cynthia Lane
Treasurer: John Ledin

Enough books have been collected to make it worthwhile having a sale. Several dealers should be contacted, and this should be done by the Friends so that they would be the ones receiving the money. Friday, September 8 seemed the optimum date.

Burke Engineering will go ahead with the new heating system. They will:

1. Prepare plans + specs
2. assist in awarding contract
3. Periodic checks on installation
4. fee = 12% of contract price

Claire reported a bicycle rack for 18 bikes for $98.40.

It was agreed to loan to the Historical Museum a letter by John Gough.

To assist the Trustees in setting short and long term goals, it was decided to have two training sessions.

1. AMP course to be given by Sharon Davis and Audrey DeMichele - Thursday, Oct. 5, 7:30
2. Librarians' game conducted by Barbara Weaver on Thursday, Oct 19, 7:30

These would be for Trustees and Librarians - not staff.

In reviewing the staff, Roberta is doing a very good job with the children's room — well liked and conscientious — but there have been three reports of unpleasant gossiping among other members of the staff.

It was decided to make another attempt at consolidating the Trust Funds.

Lon Compton indicated that there was a new State Auditor who might be more agreeable to the change.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,
Cynthia R. Lane
Secretary

The Commun

Wednesday, May 24, 1978
Vol. 11 No. 44

SERVING BERLIN—BOLTON—BOYLSTON—CLI

Books found in Boylston fetch big auction bucks

By JIM LEWIN
ITEM Correspondent

As you clear out your attic during this year's spring cleaning, be sure to take a good hard look at what you're hauling to the dump.

Buried at the bottom of that trunk that you've been tripping over all these years may be an original Carlton Watkins, or better yet, a set of David Roberts.

Discovery

The trustees of the Boylston Public Library discovered both not too long ago, and the library is at least $12,000 richer for it.

Carlton Watkins was a photographer of considerable merit and reputation during the Civil War era.

A collection of his work, "Yo-Semite Valley, Photographic Views, Falls and Valley of Yo Semite in Mariposa County, California," was published in San Francisco in 1863.

And although it never sold a million copies or appeared in paperback, it became a best seller two weeks ago when the New York auction house of Southeby, Park and Burnett acted as agent for the Town of Boylston.

The book brought a price of $8,250.

And that's just the beginning.

A six volume set of original lithographs of the Near East, commissed in 1842 by the Queen of England, goes on the auction block next week in New York.

That set, by David Roberts, is valued at $8,000 to $11,000, but is expected to bring a price beyond that quote.

Not a bad piece of change for a little house cleaning.

According to library trustee John Ledin these and other valuable works were discovered last Spring when storage space was being cleared for library expansion.

"The books were in crates and boxes in dead storage space, Ledin explained Tuesday evening. "We thought they might be valuable so, before turning them over to the Historical Society, we had them appriased."

Good thinking.

When the trustees learned of their worth, they immediately moved them to safer quarters and secured permission from the town to sell the books.

'Can't Afford Insurance'

"We have to sell them," Ledin said. "We can't afford the insurance."

Ledin declined to estimate the total value of the collection or devulge its present whereabouts.

"The most valuable books have either been sold or are in New York," he said. "The others are available for public inspection, providing the person wishing to see the books has a good reason."

For obvious reasons, the books will not be allowed out of the eye sight of an alert librarian.

And, sorry, you'll need more than a library card to take them out the front door.

If you want a valuable book in your living room, you'll just have to go rummaging through grandfather's trunk in the attic.

Unless, of course, you happen to have an extra $11,000 laying around.

Boylston Votes $25,000 For Repairs to Town House

By LEE M. HAMMEL
Of the Telegram Staff

BOYLSTON — Voters at last night's annual town meeting disregarded a Finance Committee recommendation and decided, 97-43, to spend $25,000 on renovations to the Town House.

Voters also approved the purchase of a fire truck, repairs to the library and pay raises for four town officials. In all, the annual town meeting approved spending $1,989,664 for fiscal 1979. That is $302,704, or 17.9 percent, above this year's figure.

Lawrence A. Compton, the Finance Committee chairman, estimates a $3.25 increase in the $44.50 tax rate, although reimbursements and revenues from the state could affect that. Each $31,000 has an effect of about $1 on the tax rate.

The only real debate came on whether to renovate the Town House, where the town meeting was held. Compton defended the Finance Committee's 5-1 negative recommendation.

He said that there has not been enough planning, that there is no firm figure on how much it will cost ultimately, that it has not been determined where the money is to come from, and if there are sensible alternatives.

Others, including members of the study committee advocating the renovation, and members of organizations that use the building for meetings and social events, prevailed. Because liquor can not legally be served there, they said, the school is not a good alternative site for social events such as the firemen's ball.

John F. Shaughnessy, a study committee member, said the cost of the renovations could be $100,000 spread over a number of years. He said that compares favorably with the estimated cost of $500,000 to build a replacement.

The voters also approved, 74-34, $1,175 in raises proposed by Town Accountant Robert A. Pelkey. The raises, in addition to those proposed by the Finance Committee, increase the town accountant's salary from $3,300 this year to $4,000, the treasurer's from $4,000 to $4,500, the tax collector's from $4,000 to $4,500, and the town clerk's from $3,000 to $3,600.

After that vote, George M. Rogers Jr. of 545 Main St. proposed that pay to the three School Committee members be reinstated to an annual total of $900, the traditional sum. Committee pay has been reduced to a total of $95, with the committee members' approval. Rogers withdrew the proposal after School Committeewoman Betty Bouchard said, "I think it sets a dangerous precedent. We're supposed to be a town run by volunteers."

Voters unanimously approved $40,000 from town funds to repair the library roof and install a new heating system. The cost will be offset by the auction of valuable books owned by the library, said Nancy Kennedy, chairwoman of library trustees.

May 2, 1978

the meeting was called to order at 8 p.m. by Chairperson Nancy Kennedy. Librarian C. Eaton and trustees Ball, Hitchcock and Davis were in attendance.

The Trustees received news that the Watkins books sold at auction for $8,250 with the Library receiving $6,500 after payment to Parke-Bernet.

Trustee Kennedy and Davis will attend a workshop at the Northborough Public Library at 8 P.M. on May 16, 1978 on policy making.

A suggestion for a table in the library for the sale of objects by the Friends is under consideration ~~for~~ by the Friends. They will inform us when a decision is made on whether such an idea is economically feasible.

The librarian reported that the Library had assisted two girl scout troops in writing budgets.

It was decided the librarian will prepare the proper wording of the warrant ~~items~~ articles.

Sharon Davis moved that nominations for offices be postponed until the June meeting. The motion was seconded by Nan Kennedy and approved by the Trustees.

The questionnaires are ready for distribution and will be distributed at patrons night at the elementary school, at the town meeting ~~and~~ in the store in town and at the Library.

It was decided to discuss possible goals

and objectives from the Trustees Handbook at the June meeting after we have the results of our questionnaires.

The meeting was ajourned at 9:45 P.M.

Respectfully submitted,
Sharon C. Davis (in absence of Secretary)

April 4, 1978

The meeting was called to order by Nan Kennedy at 8PM with trustees Ball, Davis, Hitchcock, Kennedy, and Lane in attendance as well as the Librarian, Claire Eaton. The Finance Committee was represented by Compton, Grossman Peterson, and Walker. They had requested time to discuss the proposed warrants submitted for Town meeting:

1. $40,000 for a new heating system ~~repairs to the roof~~ a new roof.
2. $5,000 for furnishings for the Library.

After much consideration, it was decided to drop the $5,000 article and ~~not~~ have the $40,000 article read for both a new heating system and repairs to the roof.

After the Finance Committee left, the minutes of the March meeting were read and accepted and the bills were signed.

Claire reported that a Federal grant for "Project Transition" would provide us with two high school students who were interested in ~~going into Library work~~ gaining job experience. ~~with the certain~~ While they are in the Library, it

was suggested that we try having a childrens program on Saturday morning.

Nan read the questions that had been compiled for a questionaire. It seemed a good idea to circulate them at Town meeting, Parents night at the Elementary School, the Library, and the Delicatesson on #140. and see what sort of response it received - and what information we could tabulate from the answers.

Respectfully submitted,
Cynthia R. Lane
Secretary

LIBRARIAN'S REPORT

MONTH OF MARCH 1978

	BUDGET	TO DATE
FUEL	1,400	968.45
LIGHT	600	460.40
TELEPHONE	400	239.07
SUPPLIES	1,750	996.65
EQUIPMENT & REPAIRS	1,350	1,121.46
TRAVEL & TUITION, TRAINING	500	287.40
BINDING	175	0
WATER	50	18.00
TREASURERS BOND	30	30.00
PROGRAMS & PRINTING	125	128.27
BOOKS & PERIODICALS	3,000	4,618.84
AUDIO-VISUAL	300	212.35
SALARIES	17,887.00	11,540.78
BOOKS FROM TRUST FUNDS	1,500	788.63

BOOKS CATALOGED

FICTION	33A	30J
NON-FICTION	55A	31J
	59A	2J

BOOKS WITHDRAWN

CIRCULATION

	ADULT	JUVENILE	
NON-FICTION	346	78	
FICTION	636	300	
PERIODICALS	175	1	
PAMPHLETS	5	0	
ART PRINTS	7	0	
FILMS		4	filmstrips
RECORDINGS	44	29	
CASSETTES	0	0	
MEDIA	2	68	
REFERENCE	85	19	

USE OF MEETING ROOMS 9

Girl Scouts - 4 meetings - 23 people
Craft program - 5 meetings - 28 people
Pre-preschool = 12 people
Pre school 12 people
Friends - 2 meetings
4 volunteers - 20 hours

BUDGET July 1, 1978 - June 30, 1979

	Pres.	Proposed	
Fuel	1400.00	1500.00	
Light	600.00	800.00	
Telephone	400.00	400.00	
Supplies	1,750.00	2,000.00	
Equipment & Repairs	1,350.00	1,000.00	*Inc. clean carpet
Travel & Training etc.	500.00	700.00	
Binding	175.00	300.00	
Water	50.00	50.00	
Treas. Bond	30.00	30.00	
Programs & Printing	125.00	150.00	
Books & Periodicals	3,000.00	4,000.00	
Audio Visual	300.00	400.00	
Total Gen'l. Exp.	9,680.00	11,330.00	
Salaries	17,887.00	20,215.32	

Minimum of 20% of total budget on books $6,289.00

Gen'l. Exp.	4,000
Trust	1,500
State Aid	1,040
	6,540

Employee	Classification	hrs.	Pres.	11½%	Inc.	35 hrs.	Budget
Geri	Lib. Assoc. 9 yrs.		4.00	4.46	4.82	8,772.	
Paula	Lib. Assoc. 2 yrs.	20	3.25	3.74	4.02	7,316	4,502.40
Roberta	Lib. Tech. Asst. 1 yr.	23	2.75	3.16	3.34	6,078	4,301.92
Gail	Clerk 1½ yrs.	8	2.30		2.40		998.40
Diane	Page 1/2 yr.	6	2.30		2.30		717.60
							10,520.32
Claire	Librarian 9 1/2 yrs.	35	8000	9200	9695	9695	9,695.00

Total Salary Budget 20,215.32

Checking with the Mass. Dept. of Employment the following minimums were listed

Jan. 1, 1978	2.65 minimum
Jan. 1, 1979	2.90
Jan. 1, 1980	3.10
Jan. 1, 1981	3.35

Our budget is for the year July 1, 1978 through June 30, 1979 $2.90 min. 1/2 year

2.30-2.68

Employee		Hours per week	Pres.	11½%	Inc.	Budget
Paula	Library Associate	20 (56 weeks)	3.25	3.74	4.02	4,502.40
Roberta	Library Technical Asst.	23 (56 weeks)	2.75	3.16	3.34	4,301.92
Gail	Clerk	8 (52 weeks)	2.30		2.40	998.40
Diane	Page	6 (52 weeks)	2.30		2.30	717.60
						10,520.32
Claire	Librarian (Library Assoc.)	30 to 35	8000	9200	9695	9695.00
						20,215.32

Checking with the Mass. Dept. of Employment

Jan. 1, 1978	2.65 minimum
Jan. 1, 1979	2.90
Jan. 1, 1980	3.10
Jan. 1, 1981	3.35

Our budget is for the year July 1, 1978 through June 30, 1979 $2.90 minimum

March 7, 1978

The meeting was called to order by Nan Kennedy at 8 PM. Trustees Ball, Hitchcock, Kennedy, Lane, and Ledin were in attendance as well as Librarian Claire Eaton. The bills were signed, and the minutes read and corrected.

The Library will receive a State Grant-in-Aid of $1247.25 - an increase of $200 over previous years because of population growth.

Nan reported that Richard Burke (a heating engineer), after a careful study of the Library had recommended a forced hot water system as the most efficient for our needs. He estimated that the total installation would cost $37,000. A 12% fee to ~~the~~ ~~Eng~~ Mr. Burke would ~~coo~~ defray the cost of his initial appraisal, drawing up the plans, and overseeing the job.

It was decided to submit a warrant to Town Meeting for $40,000 for the new heating system.

John reported a balance of $2471.81 in the Checking Account.

John also informed us of a call from Parke Bernet revising their estimate of the Watkins book, because the size was smaller than anticipated. The new figure suggested as likely from the auction, was ~~$ 5,000~~ $8,000.

Nan solicited questions from all members to be used to compile a questionaire on goals and objectives. It seemed best to have two questionaires: - one short form to be circulated at Town Meting - and one more comprehensive one. a meeting ~~was set for~~ will be held soon to work on these.

Respectfully submitted,
Cynthia R. Lane
Secretary

LIBRARIAN'S REPORT

MONTH OF January

	BUDGET	TO DATE
[illegible]	1,200	565.54
[illegible]	425	325.46
[illegible]	325	159.44
[illegible]	1,200	1,117.82
[illegible] & REPAIRS	650	256.00
TRAVEL & TUITION, TRAINING	450	225.22
BINDING	175	87.04
MAILR	50	12.00
TREASURERS BOND	30	30.00
PROGRAMS & PRINTING	100	25.00
BOOKS & PERIODICALS	1,700	2,792.05
AUDIO-VISUAL	250	232.00
SALARIES	13,300	7,579.36
BOOKS FROM TRUST FUNDS		1,107.73 A J
BOOKS CATALOGED	FICTION 28 NON-FICTION 55	

CIRCULATION

	ADULT	JUVENILE
NON-FICTION	231	
FICTION	644	
PERIODICALS	204	
PAMPHLETS	3	With the children's Program today, Geri did not have a chance to do the count and total for the month
ART PRINTS	2	
FILMS		
RECORDINGS	23	
CASSETTES		
MEDIA		
REFERENCE	54	
USE OF MEETING ROOMS	6	

TOWN OF BOYLSTON

BOYLSTON, MASS. 01505

BOARD OF SELECTMEN

January 31, 1978

Mrs. Cynthia R. Lane, Secretary
Board of Trustees
Boylston Public Library
Boylston, Massachusetts 01505

Dear Mrs. Lane:

Your letter to the Board of Selectmen and Finance Committee was reviewed last evening at the Selectmen's meeting. They have agreed with your request to keep a separate account for the money received from sales of books.

I have advised Mr. Pelkey, our Accountant, and Mrs. Hagberg, our Treasurer,of this procedure and also have forwarded a copy of your letter to the Finance Committee.

Very truly yours,

Beverly J. Willson

Beverly Willson, Secretary
Board of Selectmen

January 20, 1978

TO: [illegible]

The Board of Trustees of the Boylston Public Library are concerned over the major capital expenditures necessitated by a leaking roof and an inadequate and faulty heating system in the library. After much discussion as to which problem deserved top priority, we have come to the decision that both items must be attended to with all possible speed -- that to defer work any longer would be foolish.

Not wishing to burden the Town with such heavy costs at this time, we have further decided to send some of our old books to auction in order to defray the expenditures involved. The books under consideration have not circulated for many years, and a professional appraisal has suggested they have considerable value.

We would request that the Town keep a separate accounting of the money received from such sales with the understanding that the Trustees may use these funds for repairs and improvements in the library -- thereby relieving the Town of the responsibility of financing these items.

Cynthia A. Lane
Secretary, Board of Trustees

Line # 31.0 & 31.1
(To be completed by Finance Committee)

TOWN OF BOYLSTON, MASSACHUSETTS

Budget Request Form

Budget Item Library Department Same

RETURN ONE COMPLETED COPY OF BUDGET TO FINANCE COMMITTEE BY ~~December 31~~ 1-20-78

Scheduled ~~Finance Committee~~ Budget Hearing
Date 2/2/78
Time 8:30 PM

Department Head or Individual to be contacted for questions:
Name Claire M Eaton
Telephone No. 9-2371

(If additional space is needed, use General Remarks Section on Reverse Side or attach schedule)

SALARIES

Title or Position	Appropriated 19 78	Estimated Budget 1979	Explanation of change and Remarks
Librarian	8,000		$5.13 - 30 hour week
		~~9,695.00~~ ~~$5.33~~	35 hour week
			10 years
Total salaries	8,000	9,695.	

HOURLY PAID EMPLOYEES:

Title or Position	Rate per Hour Present	Rate per Hour Budget			
Associate	4.00		2,880	~~4,319.40~~	3.85
Jr. Clerk	3.25		4,032	~~4,502.40~~	~~4.02~~ - 20 hours 2½ yrs. 2 years
Clerk	2.75		2,496	4,301.92	3.34 - 23 hours 1½ yrs.
Page	2.30		489	998.40	~~2.40 - 8 hours~~ 2 yrs.
Page	2.30			717.60	2.30 - 6 hours
					1/1/78 - $2.65 Minimum
					1/1/79 - $2.90 Minimum
Total Hourly Paid Employees			9,887	~~10,337~~ ~~10,520~~.32	We returned $372.03 from Salary budget last year

EXPENSES (List Detail for Both years):

Item Description			Reason for expenditures, explanation of change, Calculations, remarks, etc.
Fuel	1,400	1,500	
Light	600	800	
Telephone	400	400	
Supplies	1,750	2,000	
Equip Repairs	1,350	1,000	Includes cleaning ~~carpets~~
Travel, training	500	700	
Binding	175	300	
Water	50	50	
Bond	30	30	
Programs for story	125	150	
Books & periodicals	2,000	4,000 *	*Min. 20% total budget ~~$6~~,309
Audio - Visual	300	400	Trust 1,500
Total Expenses	9,680	11,330	State Aid 1040
Total SALARIES, HOURLY PAID EMPLOYEES AND EXPENSES	27,567	31,362 ~~31,545~~.32	Total $6,540

SPECIAL ARTICLE REQUESTS

Provide, for both monetary and non-monetary items, a detail description and basis of determining amounts, if applicable, of requests to be included by your department in "special articles" at the annual Town Meeting.

Description	Amount(s)
Total Amount of Special Articles	

CAPITAL EXPENDITURE FORECAST

List for each of the next three years expected non-operating expenditures for such items as: equipment, improvements, motor vehicles. (This schedule is for planning purposes only and accordingly it is anticipated that items will be subsequently added or deleted or amounts will change).

Description of Item	Estimated Expenditure 19__	19__	19__
New heating system, New roof	1978-79		
Finish attic	1979-80		
Paint interior of main floor	1980-81		
TOTALS			

GENERAL REMARKS SECTION

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

Jan. 18, 1978

REPORT OF PUBLIC LIBRARY, BOARD OF TRUSTEES

We have many people to thank this year for making the library a more attractive and useful place:

The Selectmen, for having the chimney checked so that we could use the fireplace,

The Friends of the Library, for the money to buy drapery material for the Reading and Reference Rooms,

The Geoffrey Deemer Wickman Memorial Fund for the Cuckoo clock in the Children's room,

Digital Equipment Company, for books and equipment from the Shepherd Knapp School,

Colonial Press of Clinton, for the books from their library, and

All who donated books, magazines, records, and time to the library.

The number of library cards in use totals 994, an increase of about 200 over last year, approximately one third the population. Our circulation was 26,858, an increase of 6,537 over last year. 824 Reference and research questions were also answered and 121 meetings were held at the library.

The Special Town Meeting article enabling the Trustees to dispose of old books has let us send several to an auction house. Hopefully, the proceeds will allow us to install a new heating system in, and a new roof on, the library without any expense to the town.

We are sorry to announce the retirement of Mrs. Chase from the Children's room.

Nancy Kennedy, Chairman
John Ledin, Treasurer
Cynthia Lane, Secretary
Charlotte Ball
Thomas Hitchcock
Sharon Davis

BOYLSTON PUBLIC LIBRARY

BOYLSTON, MASSACHUSETTS 01505

January 18, 1978

Board of Selectmen
Municipal Bldg.
Boylston, Mass. 01505

Gentlemen:

Articles for Warrant for
Annual Town Meeting May, 1978

We submit the following articles for the warrant for the May, 1978 Town Meeting:

1. To appropriate the money refunded for dog licenses.

2. To see if the Town will vote to authorize the Trustees of the Public Library to appoint from their Board such officers and employees as may be necessary for the year beginning July 1, 1978, and fix the compensation therefor, or take any action relative thereto.

3. To see if the Town will vote to appropriate the money received from the Commonwealth as a Library-Grant-in-Aid for the specific use of the Public Library for the purchase of books and other items in the discretion of the Library Trustees or take any action relative thereto.

Sincerely,

Nancy Kennedy

Nancy Kenhedy
Chairman, Board of Trustees

Library Trustees Agenda

Tuesday, January 3, 1978

Call to order

Signing of Bills

Minutes

Correspondence and Communications

Treasurers Report

Librarians Report

Trustees annual report

Old Business

Budget review

Meeting with Finance Committee

Old Books.

List of library requirements.

Heating

Roof

January 3, 1978

The meeting was called to order by Nan Kennedy at 8PM with all trustees in attendance. The bills were signed, and the minutes read and accepted.

It was agreed to renew two memberships in the Massachusetts Library Trustees association — but to suggest an alternate meeting time.

at the Special Town Meeting on December 19th, it was voted that the Trustees could send books to auction. However, by law all money received from such sales must go to the town — so the Secretary was instructed to write to the Selectmen + the Finance committee requesting that a separate accounting be kept of any receipts; to be used at the discretion of the Trustees for repairs and improvements in the Library.

John contacted Parke-Bernet about the C.S. Watkins: Yosemite Valley Photographic views -(1863) book and the 6 volume series on Egypt and Nubia (1849). They would pick up the books and would include them in an auction in May.

The Annual Report is due on January 16th. Under Capital Expenditures should be included:

new roof
new heating system
furniture for Reading Room

Nan will call Lon Compton about these Capital Expenditures and tell him of the proposed sale of books — also the Secretary will include the same in her letter.

Nan will contact a heating engineer to arrange for an independent appraisal of our situation in the Library — and ~~plans~~ advice as to the most appropriate replacement system.

It was suggested that the Library might be eligible for a CETA employee to work on the old books.

Respectfully submitted,

Cynthia R. Lane
Secretary

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
PROGRAM MEASURES (PM) (Continued)	Degree/Diploma/Certificate	5104
	Enrollment Status	5307
	Entrance Test Score - Percentile Score	5213
	Entrance Test Score - Raw Score	5212
	Family Income	5028
	Financial Aid - Amount	5309
	Financial Aid - Type	5308
	Geographic Origin - County	5008
	Geographic Origin - State	5009
	Highest Degree/Diploma/Certificate Earned	5023
	Housing Status	5011
	Marital Status	5010
	Residency Status	5012
	Sex	5004
	Student Level	5305
	Student Program/Major Field of Study	5106
	Student Program/Major Field of Study - Current	5303
RESOURCE REQUIREMENTS PREDICTION MODEL (RRPM)	Course Identifier	5402
	Section Identifier	5403
	Student Level	5305
	Student Program/Major Field of Study - Current	5303
STUDENT FLOW MODELS (SFM)	Admission - Date Valid	5201
	Admission Action	5208
	Admission Request - Campus Location	5203
	Admission Request - Degree/Diploma/Certificate Type	5206
	Admission Request - Student Program/Major Field of Study	5207
	Admission Request - Student Level	5204
	Admission Request - Student Status	5205
	Birth Date	5005
	Civil Rights Racial Category	5007
	Degree/Diploma/Certificate	5104
	Enrollment Status	5307
	Entrance Test Score - Form/Name	5211
	Entrance Test Score - Name (Type)	5210
	Entrance Test Score - Percentile Score	5213
	Entrance Test Score - Raw Score	5212
	Family Income	5028
	Father's Education	5027
	Father's Occupation	5025
	Financial Aid - Amount	5309

ALPHABETICAL INDEX BY NCHEMS PRODUCT

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
FACULTY ACTIVITY ANALYSIS (FAA)	Advisory Identifier	5304
	Course Identifier	5402
	Section Identifier	5403
	Student Level	5305
HIGHER EDUCATION FACILITIES PLANNING AND MANAGEMENT MANUALS (SAM)	Contact - City	5017
	Housing Status	5011
	Marital Status	5010
	Residency Status	5012
	Sex	5004
	Student Level	5305
	Student Program/Major Field of Study - Current	5303
HIGHER EDUCATION FINANCE MANUAL (HEFM)	Financial Aid - Amount	5309
	Financial Aid - Type	5308
INFORMATION EXCHANGE PROCEDURES (IEP)	Admission Request - Student Status	5205
	Civil Rights Racial Category	5007
	Course Identifier	5402
	Degree/Diploma/Certificate	5104
	Degree/Diploma/Certificate Date	5105
	Entrance Test Score - Name (Type)	5210
	Entrance Test Score - Raw Score	5212
	Family Income	5028
	Institution Type	5102
	Residency Status	5012
	Section Identifier	5403
	Sex	5004
	Student Identification Number	5002
	Student Level	5305
	Student Program/Major Field of Study	5106
PROGRAM MEASURES (PM)	Admission Request - Degree/Diploma/Certificate Type	5206
	Admission Request - Student Program/Major Field of Study	5207
	Admission Request - Student Level	5204
	Admission Request - Student Status	5205
	Citizenship	5006
	Civil Rights Racial Category	5007
	Course Credits	5404

December 6, 1977

The meeting was called to order by Dan Kennedy at 8PM with all Trustees in attendance. The bills were signed, and the minutes of the November meeting read and accepted.

Dan read a letter from Jack Durkin thanking the Trustees for the use of the Library for coffee after the dedication of the Fellows Memorial Court.

The Selectmen's Christmas Party for Town Officers will be on Monday, December 12 from 7-9 in the Library. They hope to have a fire in the fireplace.

Wednesday, December 14th will be date of the children's Christmas party at the Library. The Secretary was instructed to buy a present to be given to girl from the Trustees at that time.

The Friends have $400 to be used for the purchase of material for draperies in the Reading Room. The sample of fabric selected seemed attractive and suitable. Claire will check around for the best price.

Marcus McCorison came and reviewed some of the old books - suggesting Goodspeeds as the best outlet for selling any of them - with the exception of one of two rare books which should be auctioned ~~within~~ through Parke Bernet. The Secretary was instructed to write a ~~thank~~ letter to Mr. McCorison thanking him for his services and saying that the Trustees would like to make a contribution to the Antiquarian Society to express our appreciation.

The remainder of the meeting was spent discussing the budget.

Respectfully submitted,
Cynthia R. Lane.
Secretary

LIBRARIAN'S REPORT

MONTH OF DECEMBER 1977

	BUDGET	TO DATE
FUEL	1,400.	268.14
LIGHT	600	430.15
TELEPHONE	400	155.08
SUPPLIES	1,750	766.08
EQUIPMENT & REPAIRS	1,350	939.34
TRAVEL & TUITION, TRAINING	500	176.97
BINDING	175	--
WATER	50	12.00
TRANSMISSION BOND	30	30.00
PRINTING & PUBLISHING	125	128.27
BOOKS & PERIODICALS	3,000	3,146.88
AUDIO-VISUAL	300	194.81
SALARIES	17,887	7,790.86
BOOKS FROM TRUST FUNDS	1,500	613.20
BOOKS CATALOGED	FICTION	36A 16J
	NON-FICTION	164A 12J

CIRCULATION

	ADULT	JUVENILE
NON-FICTION	150	49
FICTION	472	180
PERIODICALS	139	0
PAMPHLETS	1	0
ART PRINTS	1	0
FILMS	2	13
RECORDINGS	9	10
CASSETTES		1
MEDIA	4	
REFERENCE	65	8
USE OF MEETING ROOMS	4	5

89 Children
45 Adults
3 Volunteers - 4 hours

On Tuesday, The 29th of November, The Trustees and The Librarian met with Mr. Silverman from Goodspeeds Book-store To hear his appraisal and offer for The collection of old books we are thinking of selling. Because of the discussion of the collection, The Trustees decided To submit an article for inclusion in the warrant for the special Town Meeting To be held December 19th The article: To see if the Town will vote To allow the Trustees of the Boylston Public Library, Through direct financial negotiation or otherwise, To dispose of certain books. The proceeds from which will go To the Boylston Public Library Memorial Fund for the exclusive use of the library. This was read To the Selectmen's secretary over the phone at 10:35 a.m and she read it back correctly. The chairman of the Board of Selectmen called The library at 11 am and said the Town Counsel was including it in the warrant.

John Tudin was asked To call Sotheby-Park-Bennet and ask if our folio size set of ~~engravings~~ lithographs could be auctioned with more advantage To us than a private sale.

On Tuesday, November 9th, 1977, at 2:30 P.M. Librarian Claire Faton and Trustees Kennedy, Ledin, Ball and Davis met with Marcus McCorison, Director of the American Antiquarian Society to discuss the value of some books in the Boylston Public Library's collection. This assessment included books in the John B . Gough bequest, as well as books originally held in the Boylston Social Library.

Mr. McCorison was of the opinion that there was some monetary value in these books, although it would vary considerably depending on the volume(s). He recommended we reach a decision on those items thelibrary no longer felt it could house adequately, and to secure a bid from a reputable bookseller. Although he highly recommended Goodspeed's in Boston he agreed to give us the name of two additional booksellers we might consider.

Cynthia

MONTH OF November 1977

	BUDGET	TO DATE
FUEL	1,400	129.15
LIGHT	600	328.38
TELEPHONE	400	129.50
SUPPLIES	1,750	748.28
EQUIPMENT & REPAIRS	1,350	939.34
TRAVEL & TUITION, TRAINING	500	176.97
BINDING	1752	0
WATER	50	6.00
TREASURERS BOND	30	30.00
[illegible] & MAILING	125	128.27
BOOKS - PERIODICALS	3,000	2,999.46
AUDIO-VISUAL	300	174.97
SALARIES	17,887	6,532.22
BOOKS FROM TRUST FUNDS		229.82
BOOKS CATALOGED	FICTION	76A
	NON-FICTION	239A

CIRCULATION

	ADULT	JUVENILE
NON-FICTION	262	115
FICTION	712	428
PERIODICALS	230	12
PAMPHLETS	10	1
ART PRINTS	7	0
FILMS	3	2
RECORDINGS	46	14
CASSETTES		2
MEDIA	22	90
REFERENCE	108	34
USE OF MEETING ROOMS	7	130 people

Volunteers 10 17 1/2 hours

November 1, 1977

The meeting was called to order by the Chairman at 8:00. The bills were signed, and the minutes read and accepted.

The Treasurer reported $111 in the Memorial Fund, and $2116 in the NOW account.

November 17 will be the date for the Christmas Workshop sponsored by the Friends.

The Library will close at 6PM on November 23rd — Thanksgiving Eve.

Geri will finish the month of November and then come in for the Christmas party. Roberta will replace her by coming in at 1:00 to cover the Children's Room and still continue to do the clerical work in the evening. She will receive a raise to $2.75 an hour and will be reviewed in January.

On Mondays at 1PM Claire, Paula and Roberta will meet to discuss library problems.

Marcus McCorison will come to review the John Gough books on

Tuesday. November 8 at 2:30.

The Friends have the money for the draperies in the Reading Room. Karen Thompson will make them free of charge.

Claire has a placque for the Wickman Memorial clock.

Because of the new minimum wage, Claire will refigure salaries for the 1978 budget by adding 12% to base and then considering increments.

The Speed Reading Course charges $40. Should they pay rent for use of the Library? Other libraries do not charge. It was decided not to charge them.

The meeting was adjourned at 10:20.

Respectfully submitted,
Cynthia R. Lane
Secretary

BUDGET WORKSHEET 11/1/77

	ACTUAL 76-77	BUDGET 77-78	PROPOSED 78-79
Fuel	1076.48	1400.00	
Light	537.86	600.00	700.00
Telephone	344.75	400.00	500.00
Supplies	1337.02	1750.00	2000.00
Equipment & Repairs	503.20	*1350.00	*850.00
Travel & Training etc.	521.94	500.00	700.00
Binding	192.88	175.00	300.00
Water	24.00	50.00	50.00
Treas. Bond	30.00	30.00	30.00
Program & Printing	70.95	125.00	150.00
Books & Periodicals	3501.63	3000.00	4000.00
Audio Visual	275.28	300.00	400.00
Total Gen'l. Expense		9680.00	
Salaries	13,300.00	17,887.00	+239.40

*Capital expenditure for 1977 included - $600.00

+ plus carpeting cleaning

	Present Salaries	Proposed Salaries
Geri - 12 Hrs. @ 4.00	48.00	
Paula 19 hrs. @ 3.25	61.75	(20) 65.00
Roberta 14 @ 2.50	35.00	23 @ 2.75 63.25
Gail 8 @ 2.30	18.40	18.40
Diane ~~6~~ @ 2.30	0	13.80
Total	163.15	155.85

OCTOBER, 1977

FUEL	1,400	92.08	
LIGHTS	600	223.60	
[illegible]	400	103.57	
[illegible]	1,750	467.63	
[illegible]	1,350	322.34	
[illegible]	500	176.97	
[illegible]	175	0	
[illegible]	50	6.00	
[illegible]	30	0	
[illegible]	125	0	
[illegible]	3,000 +	2,719.28	
[illegible]	300	161.07	
[illegible]	17,887	[illegible]	5,169.04
[illegible]	1,500 +	135.48	
[illegible]		47A 13 J	
		68A	

CIRCULATION

	TOTAL	ADULT
NON-FICTION	307	92
FICTION	728	461
PERIODICALS	118	
PAMPHLETS	13	
ART PRINTS	3	
FILMS		9
RECORDINGS	27	23
CASSETTES		1
MEDIA		44
REFERENCE	67	24
Games & Puzzles		20
[illegible]	12	9

3 volunteers for 7 1/2 hours
5volunteers for 5 1/2 hours - Childrens room
Talking book machine - 1 person, 2 books

AGENDA FOR TRUSTEES - BOYLSTON PUBLIC LIBRARY

8PM TUESDAY, ~~OCTOBER~~ NOVEMBER 1 4, 1977
Ball, Kennedy, Hitchcock February 7 December 6

CALL TO ORDER - 8 PM. Nan

MINUTES

CORRESPONDENCE + COMMUNICATIONS

REPORTS

TREASURER

LIBRARIAN

SALARY REVIEW FOR 1978 BUDGET

AVAILABILITY OF BOOKS ON SEX EDUCATION

POSSIBILITY OF PRE. MUSIC FESTIVAL PROGRAM REVIEWING "LA TRAVIATA"

7:30
Oct. 27 - Elementary School - Metric Course

AGENDA FOR TRUSTEES - Denston Public Library

NOVEMBER 1

8PM TUESDAY ~~October~~ N, 1971

Ball, Kennedy, Whitcock ~~Pebruary~~

CALL TO ORDER - 8PM . Mon

MINUTES

CORRESPONDENCE + COMMUNICATIONS

REPORTS

TREASURER

LIBRARIAN

SALARY REVIEW FOR 1973 BUDGET

AVAILABILITY OF Books ON SEX EDUCATION

POSSIBILITY OF PRE. MUSIC FESTIVAL PROGRAM
REQUESTING "LA TRAVIATA"

7:30 - Elementary School - Metric Course
Oct. 27

October 4, 1977

The meeting was called to order at 8 PM by Nan Kennedy with trustees Ball, Hitchcock, and Dane in attendance. The bills were signed, and the minutes read and approved.

On Thursday, October 27 at 7:30 PM in the Elementary School, the Library will sponsor a metric workshop conducted by Laddie Berka. Coffee will be served.

Claire has set up a Memorial Fund at the Library in honor of her Aunt and Uncle, Mr. and Mrs. Herbert Tuttle.

The State Auditors have reviewed our books - and have requested that the Trustees keep more records of receipts from Trust Funds. These are the Treasurer's figures, and Claire will run an extra column in her records including these figures.

Charlotte Shumway, the librarian at the Elementary school, contacted Claire describing a new course on Sex to be offered to parents and children at the school. Both She and the School Committee wanted to know the Library's policy on availability of

Sex Books

Sex books. It was decided the Library should duplicate the school's collection, and have the books available to both parents and children on open shelf.

A Bicycle Rack should cost $60-$80, and it was decided to include one in the budget. Nan will check with Eddie Kimball to see if the town will contribute toward its purchase.

Marcus McCorrison from the Antiquarian Society will come out and check over our old books after October 18th.

In reviewing salaries for the 1978 Budget, it was decided to give an increment raise — not cost of living raise. This would read as follows:

	1977		1978	
Paula -	$3.25	to	$3.85	
Jerri (Head)	$4.00	to	$4.22	
pages: Diane	$2.30	to	$2.30	
Gail	$2.30	to	$2.40	
Roberta: (Cory)	$2.50	to	$2.70	-$2.83
Paula:	$3.25	to	$3.53	
Claire	$8000	to	$8614	

Claire reported that Geri would be retiring as of January 1, 1978. This will create a ~~vacancy~~ vacancy in the Children's Librarian area. It was decided to try Roberta as Geri's replacement for six months - Jan. 1 - ~~June~~ July 1. She would work four afternoons a week in the Childrens Room and 2 evenings a week doing clerical work. Claire will discuss this with ~~her~~ Roberta to see if she is agreeable.

The question was raised of changing the monthly meeting of the Trustees from evening to daytime. No decision for change was made, so it will continue on the first Tuesday evening.

The meeting was adjourned at 10 PM.

Respectfully submitted,

Cynthia R. Lane
Secretary

LIBRARIAN'S REPORT

MONTH OF SEPTEMBER

	BUDGET	TO DATE
FUEL	1,400	42.40
LIGHT	600	177.44
TELEPHONE	400	74.31
SUPPLIES	1,750	394.25
EQUIPMENT & REPAIRS	1,350	120.00
TRAVEL & TUITION, TRAINING	500	176.97
BINDING	175	0
WATER	50	6.00
TREASURER'S BOND	30	0
PROGRAMS & PRINTING	125	0
BOOKS & PERIODICALS	3,000+	2,580.89
AUDIO-VISUAL	300	161.07
SALARIES	17,887	3,961.30
BOOKS FROM TRUST FUNDS		3.80
BOOKS CATALOGED	FICTION	150A....41J
	NON-FICTION	97A....32J

CIRCULATION

	ADULT	JUVENILE
NON-FICTION	271	59
FICTION	754	448
PERIODICALS	141	12
PAMPHLETS	10	0
ART PRINTS	3	0
FILMS	0	2
RECORDINGS	29	29
CASSETTES	0	6
MEDIA	0	53
REFERENCE	0	12
USE OF MEETING ROOMS	3	

3 Volunteers - 8 hours
13 filmstrips

September 6. 1977

The meeting was called to order by nan Kennedy at 8PM with trustees Charlotte Ball, Sharon Davis, and Cynthia Lane in attendance. The bills were signed, and the minutes of the June meeting read and accepted.

Although we had invited the Friends to send a representative to our meeting, no one was able to attend. They are having great difficulty in finding anyone to take over the Presidency from Willie Wickman who is moving to West. Boylston.

It was suggested that we try having a Wine Tasting with Chip Fay doing the planning. Possibly sending invitations to all new residents in town as a way of introducing new comers to the Library. Would we need a license for such an occasion?

When, how should we dedicate the Wickman Memorial clock? The family should be consulted. The clock cost $80 leaving a balance in the fund. What should be done with the remainder?

Claire reported contributions for a memorial book for Mr. Relihan.

We will have two Poetry Readings this fall: - October 5 and November 9 in the Boylston Library.

The Speed Reading Course was so successful that it will probably be repeated this fall.

The possibility of co-sponsoring a course on the Metric System by the Library and the Parents Group was discussed. Laddie Berka from Worcester Tech presents such a course. It seemed a good idea.

It was agreed to offer coffee during the Christmas season in the library.

The Talking Book machine should be mentioned in the next Newsletter.

The meeting was adjourned at 10 PM.

Respectfully submitted,
Cynthia R. Lane
Secretary

June 7, 1977

The meeting was called to order by Nan Kennedy at 8 PM with all trustees in attendance. Bills were signed, and the minutes of the May meeting read and accepted.

The slate of officers were reelected:
Chairperson: Nan Kennedy
Vice-chairperson: Charlotte Ball
Secretary: Cynthia Lane
Treasurer: John Ledin

It was decided not to plan an open house for next year, but to substitute some other program — perhaps monthly coffee hours or a Christmas Carol Sing.

It was agreed that next year we should submit an article in the warrant for Town meeting requesting that the money collected for lost books and from use of the Copy machine be kept by the Library instead of being given to the town.

Long Range Plans

1. Old Books - Sharon will contact some people to determine the value of the John Gough collection and other books. Then we can decide about selling them — or what should be done with them.

2. Better use of space in library — perhaps to include a room for meetings. It was decided to invite Jerry Sarno to evaluate the building and make suggestions

3. Bike rack

Claire reported some vandalism: — a rock thrown through the window of the Reading Room — and a ~~broke~~ broken lock and door on the new Book Bank.

It was decided to circulate another newsletter advertising the summer programs.

The next meeting of the Trustees will be on Tuesday, September 6 — but bills must be signed the first of July and August at the Library.

Respectfully submitted
Cynthia R. Lane
Secretary

May 4, 1977

The meeting was called to order at 2:15 P.M. ~~by~~ by Chairperson, Nancy Kennedy. Trustees Charlotte Ball, Nancy Kennedy and Sharon Davis were in attendance. The minutes were read, amended and accepted in their revised form.

Nan Kennedy read the Article which will appear in the Warrant allowing the Trustees to appoint all employees and to fix their salaries. It was decided to delete "from this board" from the warrant item.

Discussion centered on the upcoming town meeting and the necessity of having a planned presentation in support of the library budget.

Claire Eaton reported on the Craft Fair to be held at the library on May 14th. Because of the large number of fairs in the area this Spring there seems to be a problem in getting craftspeople

to participate. A number of townspeople known to be craft persons will be approached to see if they are interested in participating.

The Trustees present decided to inform Darrell Wickman that the library would not be able to make use of the Morningdale Chapel.

A Transcendental Meditation meeting will be held in the library on May 23rd.

Claire Eaton reported that 18 people were in attendance at the poetry meeting on April 21st.

The meeting was adjourned at 3:45

Respectively submitted,
Sharon Davis
(Acting Secretary in
absence of Cynthia Lane)

April 12, 1977

The meeting was called to order by the chairman at 8 PM. Bills were signed, and the minutes of the march meeting read and accepted.

Darrell Wickman, representing a committee surveying possible uses for the Morningdale Chapel, spoke to the Board suggesting that we might consider operating a branch library there, paying rent to the church for use of the premises. Nan pointed out that there had been a library in Morningdale, but that it was closed when the schools ~~had~~ opened libraries since children were the principle borrowers, and it didn't seem worth continuing. The committee must make its report by January 1, 1978, so we agreed to consider the proposal and let Darrell know our decision.

John has been appointed by the Library Commissioners to an ad hoc committee to review the Regional Library System.

Claire reported on a meeting suggesting that if the Town purchased a van, the library could use it one day as a Book mobile thus serviaing the Elderly, Shut ins, or others unable to come to the Library. This seemed a good idea.

John and Claire reported on the meeting with the Finance Committee.

The Finance Committee suggested we cut our budget by 15% — possibly eliminating the Childrens Librarian and closing one day a week. The Board agreed that eliminating service should be a last resort. Claire suggested it would be better to stay open 4 days a week - but fewer hours - if we had to curtail service. i.e. Monday and Thursday 2-8 and Tuesday and Wednesday 2-5. * Hard as we tried, it seemed impossible to trim 15% from our budget.

The Friends will sell refreshments at the Craft Fair.

Respectfully submitted,
Cynthia R. Lane
Secretary

* Minutes amended to:

After much discussion the Trustees agreed to cut the budget ~~15~~ $1200 (7%) and to submit this ~~cut~~ revised budget to the Finance Committee.

March 1, 1977

The meeting was called to order by the chairman. Bills were signed and the minutes ~~fea~~ of the February meeting read and ammended.

Nan and Claire, reporting on the legislative hearing on State Aid to Libraries, explained that 62 1/2 ¢ per capita had been requested — but that 50 ¢ per capita was a more likely figure. There will be workshops to inform librarians of all the ramifications.

Sharon Davis has taken out papers to run for Helen's spot as Library Trustee, since she is not running for reelection.

May 14 is the date for the fair of the Citizens Resource Center - but it was decided to continue with our Craft fair, anyway.

In surveying the facilities of the Library, we noted the increase use of the library, the newsletter, the heating of the downstairs, the insulation of the attic, and that Nan and Charlotte are reviewing and coping with our old books.

The meeting was adjourned at 9:30

Respectfully submitted,
Cynthia R. Lane
Secretary

public information release

Massachusetts
Bureau
of Library
Extension

648 Beacon St., Boston, MA 02215 267-9400 800-952-7403

TO: Public Library Directors

FROM: Mary Spillane

DATE: February 23, 1977

RE: The Dog Tax

The Special Commission charged with recodifying the Dog and Cat Laws has submitted its final report to the General Court recommending that public libraries and schools be cut off from receiving any funds collected from dog licenses and fines.

In an effort to finance its proposed Animal Control Program, the Commission's report repeals Chapter 140 Section 170 which currently refunds dog taxes for the support of local public libraries and schools (except Suffolk County). The report will be filed as a bill this session and, according to Senator Atkins' staff, is expected to be met with mixed reactions from feline fanciers, pooch people and librarians. If the legislation passes this session its enactment would be effective no sooner than FY 79.

Watch MEDIAWRITE for further developments.

# # # # #

February 14, 1977

The meeting was called to order by Nan Kennedy at 8 p.m. Present were Trustees Hedin, Ball, Kennedy, ~~and~~ Dann and librarian Claire Eaton. The bills were signed and the minutes were read and accepted.

Nan Kennedy read the response from the selectmen to our letter requesting the town keep a separate accounting of monies received from the sale of the antiquarian books in the library's collection the selectmen have agreed to the separate accounting procedure and have notified the town accountant and treasurer of this procedure.

John Hedin reported he had received a letter from the Planning Board inviting interested Trustees to a meeting to discuss the future rezoning of the town. John is planning on attending that meeting.

The books going to auction have been sent to Parke-Bernet to be included in their May sale. After much discussion it was decided that Claire Eaton should take some of the books in the Gough collection to Dr. Paul Clarkson, curator of Rare Book Collection at Clark University, for an appraisal.

The Treasurer's report was given and placed on file.

Claire Eaton will investigate the possibility of obtaining a clerk typist under the CETA program. ~~to~~ The primary responsibilities of this position would include identifying the books for sale

After discussion it was decided to revise the salary schedule for 1978-79 to an across-the-board 7% raise. It was decided that the library should determine its goals and objectives for programs and acquisitions and to make an appraisal of community needs.

Nan Kennedy and John Heden will investigate further the ~~costs~~ appraisals + recommendations for the heating and roofing work that needs to be done.

Respectively submitted,

Sharon Davis (in absence of Cynthia Lane)

Feb. 1971

Dear Mrs Eaton,

Please accept this contribution in the memories of Ellen McGovern and Timmy Bigelow. I can't think of a more suitable memorial gift, especially since they were still both students.

Sincerely,

Deposited 2/11/71

BOYLSTON PUBLIC LIBRARY
WAGE SCALES & CLASSIFICATIONS

After studying the wage scales of approximately twenty libraries in Central Mass., and then an in depth study of ten local libraries and the Connecticut Library Association classification and pay plan for 1970, the following salaries and their ranges have been set up. Taking into consideration the nationwide trend and the reality of a competitive market, a basic salary for the librarian was set at $9,000 for 1970. All other salaries are computed as percentages of this base. Each position has a range of 20% (minimum to maximum) payable in annual increments of not less than 5%. It is further recommended that it shall be the policy for the library to provide for an annual review of salaries based on the cost of living index or relevant changes in job descriptions or fringe benefits. In computing the following figures we have also used the Statistical standards of the American Library Association.

Director	50% higher
Sr. Librarian	Librarian + 20%
Librarian	$9,000
Library Associate	Librarian less 10%
Library Technical Assistant	Librarian less 20%

Using the above study as a base and using the world almanac for 1976 as a source for cost of living since 1970 - 45%, the following scales were calculated. According to the ALA statistical standards a librarian's work week is 35 hours, but for the purpose of our scales we used 40 hours and then calculated the figures according to the 30 hours or 20½ hours that our staff work. We have also given hourly wages as most of our employees are working on an hourly basis.

Director	This position is strictly for a library larger than our town.	
Sr. Librarian	$11,745.00	$7.53
	12,332.25	7.90
	12,919.50	8.28
	14,094.00	9.03
	14,681.33	9.41
Librarian	9,787.50	6.27
	10,276.88	6.59
	10,766.25	6.90
	11,745.02	7.53
	12,723.78	8.16
Library Associate	8,814.00	5.65
	9,254.70	5.93
	9,695.40	6.22
	10,576.80	6.78
	11,458.20	7.34

Library Technical Asst.	7,831.20	5.02
	8,222.76	5.27
	8,614.32	5.52
	9,397.44	6.02
	10,180.56	6.53
Sr. Clerk	4,280.38	4.02
	4,494.40	4.22
	4,708.42	4.42
	5,136.46	4.82
	5,564.50	5.22
Jr. Clerk	3,424.30	3.21
	3,595.52	3.37
	3,766.73	3.53
	4,109.16	3.85
	4,451.59	4.18
Clerk	2,739.44	2.57
	2,876.41	2.70
	3,013.38	2.83
	3,287.32	3.08
	3,561.26	3.34

Page

Minimum wages 2.30

General Duties:

Top level professional responsibilities including administration or supervision requiring superior knowledge of some aspect of librarianship or other subject fields.

Typical Tasks

1. Implementation of necessary library services
2. Evaluation of effective service in relation to changing needs of clientele.
3. Recommendation and administration of personnel policies.
4. Recommendation for appointments, transfers, promotions and dismissals.
5. Preparation of preliminary budgets.
6. Supervision of expenditure of funds
7. Direction of staff meetings and in-service training programs.
8. Supervision of maintenance of buildings and grounds.
9. Recommendations for repair, alteration, and new construction.
10. Representation of the library at community and professional meetings.
11. Administrative decisions.
12. Staff assignments, work performance review, salary recommendations.
13. Recommendation of materials for acquisition.
14. Administration of public relations program.
15. Performance of involved, specialized tasks.

Librarian

General Duties: Under professional supervision, execution of responsibilities which require independent judgment and utilization of subject knowledge. Supervisory functions where required.

Typical Tasks:

1. Assistance to patrons in selection of materials and reference information.
2. Cataloging and classification of a reasonably complex nature.
3. Compilation and annotation of reading lists.
4. Instructions in library skills for staff and library user.
5. Storytelling, reading guidance, audio-visual programming.
6. Selection and acquisition of media through use of bibliographic tools.
7. Statistical analysis and reporting.
8. Participation in professional meeting and associations.
9. Preparation and promotion of publicity.
10. Administrative assistance in personnel selection and evaluation, budgeting, policy formation, departmental coordination; interim service in absence of supervisor.
11. Planning and execution of original programs and workshops.
12. Collection analysis and weeding.
13. Supervision and review of professional and supportive performance.
14. Interpretation and explanation of the library's role in the community.

Library Associate

General Duties:

Under professional supervision, performance of duties which require proficiency and knowledge in a special area or subject field. Assistance in supportive tasks and responsibilities as learning progresses and latent skills develop. Supervision of non-professional staff where required.

Typical Tasks:

1. Assistance to patrons in selection of materials and reference information.
2. Simple cataloging and classification.
3. Assistance in maintenance of equipment.
4. Storytelling and audio-visual programs.
5. Compilation of book lists.
6. Bibliographic research.
7. Routine procedures in technical services and loan of materials.
8. Assistance to Librarian.

Library Technical Assistant

General Duties:

Under professional supervision, execution of supportive tasks which require independent judgment and proficiency. May also include supervision of other supportive personnel below associate rank.

Typical Tasks:

1. Preparation, maintenance and ordering of library materials.
2. Organization and maintenance of library files and records.
3. Simple cataloging and classification.
4. Assistance in maintenance of equipment.
5. Preparation of displays and exhibits.
6. Collection of data for statistical analysis and reporting.
7. Guidance in the use of basic library resources.

Clerks

General clerical duties, typing, filing, copy machine, charging library materials, shelving library materials.

Page

Usually a student, working under direct supervision, charging library materials and putting them away, covering books and preparing other library materials.

February 1, 1977

The meeting was called to order by Nan Kennedy, the Vice-Chairman, at 8 PM. The bills were signed, and the minutes of the January meeting read and accepted.

Thomas Hitchcock, the new Trustee replacing Bill Noonan, was introduced and welcomed to the Board.

By unanimous vote Nan Kennedy was elected the new Chairman of the Trustees, with Charlotte Ball as Vice-Chairman.

John reported receipt of $145 in interest on the NOW account, and a balance of $132 in the Wickman Memorial Fund.

A letter was read from the Historical Society requesting the transfer from the library to the Historical Center the multi-volume set of Vital ~~Reports~~ Records of the Cities and Towns of Massachusetts, published in 1900. As the library has two sets, it was agreed to make a long-term loan of one set to the Historical Center. Claire will contact Bill Dupuis and make arrangements for the transfer.

Instead of an Open House, the Library will sponsor a Craft Fair on Saturday, May 14 3-5 with Sunday, May 15 as a rain date. The displays will be arranged in the parking lot, each craftsman supplying his own table. We will ask the Light Department to string

electrical cords to the parking lot to supply power — and ask the Friends to be in charge of refreshments — selling them if they wish. This will be announced in the newsletter and by posters in the library and other central locations both to solicit craftsmen to participate and to publicize the occasion to the residents.

Claire announced that the Worcester County Poetry Association would hold three poetry readings in the library at 7:30 PM on April 21, May 12, and May 24. If there is enough interest, this might develop into a workshop next year.

On Saturday, March 19, at 8 PM, the Friends will sponsor a Square Dance at the Town House as a money-raising event. All are urged to attend.

In discussing the goals and objectives for the Library, it was agreed that a heating engineer from out of town should be engaged to make a full study of our present heating system and make recommendations as to the best method of improving the effectiveness and efficiency of heating the building. The secretary was requested to write to the selectmen asking for suggestions of possible heating engineers — perhaps someone they have used to evaluate other buildings in town.

Secondly, the old books in the Library

should be ~~appraised~~.*

And third – a bicycle rack, which ~~sh~~ should be installed this summer.

There being no further business, the meeting was adjourned.

Respectfully submitted,
Cynthia R. Lane
Secretary

reviewed and organized – some to be offered to book dealers, others disposed of. Nan and Charlotte will spend one afternoon a week going over the books.

Boylston Historical Society
Museum Committee

Post Office Box 1786 Boylston, Massachusetts 01505

January 17, 1977

Board of Trustees
Sawyer Memorial Library
Boylston, Massachusetts 01505

Dear Trustees:

One year ago, the Historical Society and the Historical Commission embarked on a project to create a fitting repository for the history of our town. Today, the Boylston Historical Center stands as a tribute to scores of people who appreciate the importance of preserving our historical heritage.

The Historical Center contains hundreds of artifacts arranged in interesting exhibits in the Museum section which has been visited by over three hundred persons in the last six months. The Archives section has amassed over 5,000 maps, books, documents and manuscripts dealing with every dimension of Boylston life from 1720 to the present. Requests for research information has grown to a point where the staff can hardly keep up with the demand. The premises are protected by both fire-detection and anti-theft electronic devises. Regular public hours are now in effect and researchers are able to arrange private sessions.

The Boylston Library has certainly contributed generously to this success by the numerous gifts and loans of artifacts and archival material for which we are extremely grateful.

It is within this context that I had a recent conversation with the Librarian, Mrs. Clair Eaton, concerning the multi-volumed set of Vital Records of the Cities and Towns of Massachusetts. Published in 1900, these volumes contain valuable information which could have been helpful to several recent researchers at the Center.

We therefore propose that this set of books be transferred from the Library to the Center in the form of either a gift or a long term loan. We assure you that these volumes will be of tremendous value to genealogical researchers and will be properly strored and cared for by the staff.

We hope that the Trustees will consider our request and will see fit to make yet another contribution to the preservation and promotion of town history.

With deepest gratitude for past generosities, I remain

William O. Dupuis

William O. Dupuis
Co-Chairman Curator

CHAPTER III

STUDENT-RELATED DATA ELEMENTS

DEMOGRAPHIC AND BIOGRAPHICAL DATA

DED No.	Title
5001	Name
5002	Student Identification Number
5003	Social Security Number
5004	Sex
5005	Birth Date
5006	Citizenship
5007	Civil Rights Racial Category
5008	Geographic Origin - County
5009	Geographic Origin - State
5010	Marital Status
5011	Housing Status
5012	Residency Status
5013	Type of Contact
5014	Contact - Name
5015	Contact - Relationship
5016	Contact - Street/Apartment
5017	Contact - City
5018	Contact - State

NCHEMS PRODUCT	DATA ELEMENT	DED NO.
STUDENT FLOW MODELS (SFM) (Continued)	Financial Aid - Type	5308
	Geographic Origin - County	5008
	Geographic Origin - State	5009
	Highest Degree/Diploma/Certificate Earned	5023
	Institution Code	5103
	Institution Name	5101
	Mother's Education	5026
	Mother's Occupation	5024
	Number of Hours Worked	5310
	Sex	5004
	Social Security Number	5003
	Student Level	5305
	Student Program/Major Field of Study	5106
	Student Program/Major Field of Study - Current	5303
	Termination Status	5311
STATEWIDE MEASURES (SWM)	Admission Action	5208
	Admission Request - Campus	5203
	Admission Request - Degree/Diploma/Certificate Type	5206
	Admission Request - Student Program/Major Field of Study	5207
	Admission Request - Student Level	5204
	Admission Request - Student Status	5205
	Civil Rights Racial Category	5007
	Course Credits	5404
	Degree/Diploma/Certificate	5104
	Enrollment Status	5307
	Entrance Test Score - Percentile Score	5213
	Entrance Test Score - Raw Score	5212
	Family Income	5028
	Financial Aid - Amount	5309
	Financial Aid - Type	5308
	Geographic Origin - County	5008
	Geographic Origin - State	5009
	Highest Degree/Diploma/Certificate Earned	5023
	Housing Status	5011
	Institution Code	5103
	Institution Name	5101
	Institution Type	5102
	Marital Status	5010
	Residency Status	5012
	Sex	5004
	Student Level	5305
	Student Program/Major Field of Study	5106
	Student Program/Major Field of Study - Current	5303
	Termination Status	5311

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